

# Delivery rules – Inserts and specials

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- 1. Each delivery to Quad Graphics Europe warehouse in hall no.2 must be notified.**
- 2. The warehouse is opened 24/7, excluding official holidays.**
- 3. The delivery notification should be sent between 8.00 a.m. – 4.00 p.m., from Monday till Friday to your Customer Service Representative. The delivery notification is available **on page 4**.**  
The delivery notification should contain following info: **Insert name, title and issue of the magazine** in which the insert is dedicated, **date/hour of delivery** to QG, **number of pallets**.
- 4. In the revert email, unloading number with exact date and hour of delivery will be sent.**
- 5. Due to the fact that identification of shipment is tracked by unloading number, the driver is obliged to provide the right number at the front gate.**
- 6. The warehouse has an hour to unload the pallets, sign documents and check the compliance of the goods.**
- 7. In case of damages or incomplete data concerning the type and quantity of goods delivered to Quad Graphics Europe, unloading time will be prolonged until the required data is obtained.**
- 8. Delayed or unnotified deliveries will be unload in the first possible time slot.**

WFO-MDZ-037-PL v2.0

## Metryka Insertu Insert Card Meldeschein

**Numer awizacji**  
 Booking Reference no  
 Avis-Nummer

**WYPEŁNIA QG**  
 FILLS QG  
 VON QG AUSZUFULLEN

### Dane obowiązkowe / Obligatory details / Pflichtdaten \*

**Nazwa insertu** / Insert Name / Beilagenname \*

**PEFC / FSC Cert.** \*

**Tytuł** / Title / Titel \*

**Nr/Edycja** / Issue / Ausgabe \*

**Data dostarczenia insertu do drukarni** \* Date  
 of Delivery to the Printing House\* Anlieferungsstermin  
 der Beilage \*

DD/MM/YY

**Godz. dostarczenia** Hour  
 of delivery Anlieferungszeit

**Ilość Palet** \*  
 number of Pallets\*  
 Palettenanzahl\*

Total

**Ilość Sztuk** \*  
 Total number of pcs\*  
 Exemplare\*

### Dane nieobowiązkowe / Additional details / Zusätzliche Angaben \*\*

**Format broszury (w mm)** \*\*  
 Insert Dimensions (mm) \*\*  
 Das Format (in mm) \*\*

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**Ilość stron** \*\*  
 Number of pages\*\*  
 Seitenzahl\*\*

**Ciężar 1 szt.(w gramach)** \*\*  
 One piece weight (grams) \*\*  
 Gewicht 1 Stck. (in Gramm) \*\*

Das

**Informacje dodatkowe** \*\*  
 Additional Information\*\*  
 Zusätzliche Informationen\*\*

**Dane zleceniodawcy** \*\* The Customer Data \*\* Auftragsgeber \*\*

**Technolog** \*\* The Customer Service Representative \*\* Der Technologie \*\*