

## **Insert & Outsert Specifications & Procedures**

FOR INSERTS TO BE BOUND-IN AND OUTSERTS TO BE POLYBAGGED

Contact Chris Ballard  
760-610-6770  
[chris@onsite-fitness.com](mailto:chris@onsite-fitness.com)

No accurate assessment of price can be given without a sample of the insert/outsert, since paper weight, size, fold, etc., may make a difference in costs.

Specifications for bound-in inserts are different from outserts to be polybagged. Please contact Chris Ballard for additional information.

Inserts/Outserts should be delivered to the Printer at least one week before scheduled binding.

Shipping address:  
**Johnson Printing of America, Inc.**  
**Attn: Matt Simkulet**  
**800 North Court Street**  
**Pontiac, Illinois 61764**  
**815-844-5162 x258**

**Total quantity needed: 4,100**

Furnished Insert/Outserts should be carton packed or stacked in E-containers. Package should be marked on all four sides with OnSite Fitness and the issue date. A packing list should also be included showing the exact amount shipped and the total amount of cartons or skids.

All leftover Inserts/Outserts (if any) will be discarded, unless otherwise instructed.