



Insert & Outsert Specifications & Procedures

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

Contact Chris Ballard
760-610-6770
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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: Susie Newkirk
800 North Court Street
Pontiac, Illinois 61764
815-844-5162 x243

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.