

## PRODUCTION DETAILS

Exterion Media has a highly experienced and dedicated Production Department committed to offer professional print advice, quotes and information on materials related to all your campaign production.

Advertisers are advised to use Exterion Media Production, where we can ensure that all campaigns are printed on approved materials and to the correct specifications.

If you require expert advice and guidance, please contact the Exterion Media Production Department for a free quote or to place your print with one of our specialist suppliers.

### CONTACTS:

Sales [web-enquiry@exterionmedia.co.uk](mailto:web-enquiry@exterionmedia.co.uk)

#### Production –

Richard Hunt – Head of Production – 0207 428 2829

Adam Webster – Production Manager – 0207 428 3593

David Utton – Snr Production Exec – 0207 428 3688

#### EXTERION MEDIA

7<sup>th</sup> Floor, Lacon London  
84 Theobalds Road  
Holborn  
London WC1X 8NL

Contact details:  
The Production Department  
Tel: 020 7482 3000

Email: [productionartwork@exterionmedia.co.uk](mailto:productionartwork@exterionmedia.co.uk)

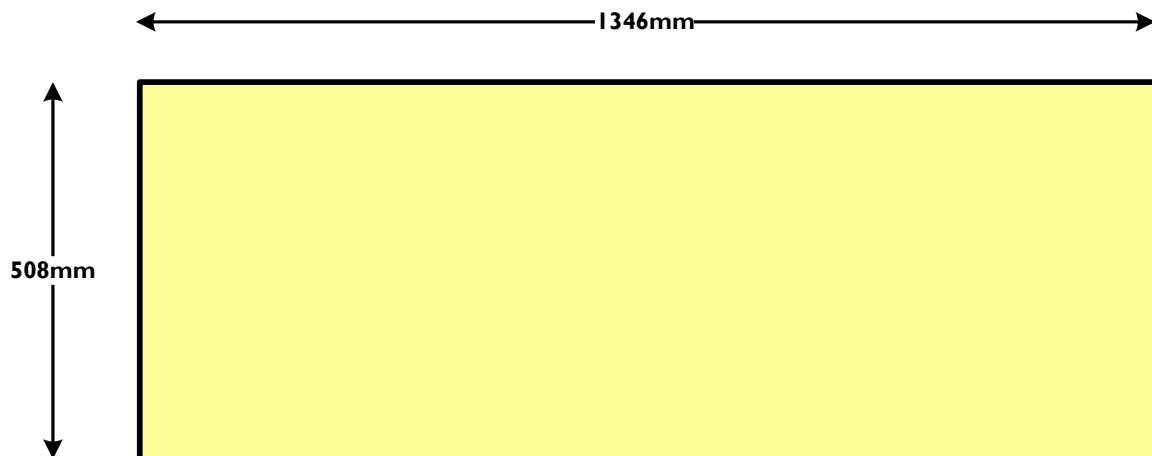
### CLIENT PRODUCTION

If you have chosen to provide your own posters, please ensure that the bills are printed on the correct substrates. Please note that any part delivery of the Advertisement Copy or Artwork, delivery in the incorrect format, or delivery not meeting the Production Specification or any of Exterion Media UK Limited's Terms and Conditions, as provided, shall be deemed to be no delivery for the purpose of undertaking or procuring the undertaking of Exterion Media's Production Services.

All posters are to be delivered two (2) weeks prior to in-charge date.

Please also be aware that should bills be delivered late Exterion Media cannot guarantee display and this could affect the fixing of your campaign.

If your printer has any questions please contact the Exterion Media Production Department for details.



**EXTERION MEDIA WILL REFUSE TO ACCEPT ANY DELIVERIES THAT DO NOT CONFORM TO THESE SPECIFICATIONS**

#### **DELIVERY DEADLINE AND POSTING CYCLE**

Posters must be produced to the exact specification set out below and delivered 14 calendar days before the 'In-charge' date of the campaign. Campaigns are then posted on a 6 calendar day cycle (excluding Bank Holidays) which commences before the 'In-charge' date.

**Please note:** Exterior Media is not liable for compensation claims against any campaign where posters have been received after the delivery deadline. All posters received after the delivery deadline will not be posted until the next available posting cycle for this site type.

#### **COPY APPROVAL**

Before posting can commence, every Bus campaign must be submitted to Exterior Media for copy approval. This is to ensure that the Codes of Practice outlined by our franchise partners are being upheld. See **Copy Approval** on page 6.

#### **BARCODING**

Every campaign must have the appropriate barcode printed on all posters. See **Barcoding of Bus Campaigns** on pages 8 and 9.

#### **MATERIALS and PRINTING**

Please refer to pages 4 and 5 for full details.

#### **PROTECTIVE FINISH**

The rear of a bus takes the most punishment from bus-wash brushes, therefore Exterior Media insists that a clear machine or UV varnish **must** be applied to the poster surface. For campaigns of longer than 12 weeks, an over-laminate **must** be applied to the printed poster to protect the image.

#### **EXTERION MEDIA POSTER DESPATCH FORM**

The Exterior Media Poster Despatch Form will give all the relevant information for each campaign with regard to quantities, collation details and delivery addresses. If you require a copy, please contact the Exterior Media Customer Service department on 020 7482 3000 and quote the campaign reference.

#### **SPARE POSTERS**

Exterior Media will always require additional 'spare' posters to refurbish campaigns. The quantities shown on the Exterior Media Poster Despatch Form will include the required number of spares.

#### **TRIMMING**

All posters must be trimmed to the exact Overall Size.

#### **POSTER COLLATION AND PACKING**

Please deliver posters rolled with the design out and wrapped in packages of no more than 30. Please ensure that the edges are fully protected to avoid damage in transit. Folded vinyls cannot be accepted.

## **QUALITY ASSURANCE DOCUMENTATION**

All deliveries will require documentation giving details of Quality Assurance Checks. This must clearly identify the following information: campaign reference(s), print method, ink details and drying method. Exterior Media will also require the name of the person who carried out the Quality Assurance Checks for that particular consignment.

## **DELIVERY NOTES**

Every consignment of posters delivered must have a Delivery Note attached, indicating the following:

- Design name within package
- Overall quantity delivered of each design
- Site type
- Material used
- Date of dispatch
- Time of dispatch
- Printer used
- Printer's telephone number
- Printer's job number
- PDF of design
- Barcode of design

## **POSTER DELIVERY ADDRESSES**

Exterior Media is not responsible for the delivery of your posters. Please contact Exterior Media Customer Service on 020 7482 3000 for the Poster Despatch Form.

## **CHANGES OF DESIGN**

Charges for changes of design are available on request and subject to written agreement from both parties.

Fixing costs are not subject to Agency or Specialist commission.

Exact dates for changes of design are subject to posting cycle workload. Please contact your Account Manager or Exterior Media Customer Service on 020 7482 3000 for more details.

## **DISPOSAL OF SPARE POSTERS**

Please notify Exterior Media Customer Service in writing if you wish to retain spare posters after a campaign has ended. A small storage charge will be made. Otherwise posters will be disposed of 10 days after the campaign has ended. Exterior Media, 7<sup>th</sup> Floor, Lacon House, 84 Theobalds Road, Holborn, London WC1X 8NL.