

## Technical Delivery Conditions for Products Delivered by Grafobal Bohemia s. r. o.

These technical delivery conditions apply to the manufacture and delivery of three-dimensional one- or multi-part, two-dimensional, printed or unprinted, glued or unglued products or parts thereof, including separate inserts, made of paper, plain or corrugated cardboard of suitable types and mass per unit area, according to customer requirements.

### I. General

The products are manufactured according to the design and graphic patterns supplied by the customer. The design drawing and, where relevant, design sample, will be approved by the customer before production commences. The proof sheet, i.e., the design of the graphics, is approved by the customer before production starts. The customer is responsible for the truthfulness and correctness of the information printed on the product, including compliance with the relevant legislative requirements for the labelling of packaging or other products of Grafobal Bohemia s. r. o. The manufacturer Grafobal Bohemia s. r. o. does not interfere with the content of the information printed on the product.

Exceptions include information about the manufacturer or FSC certification of the manufacturer, or CEM inspector codes or printing marks agreed with the customer, whereby the manufacturer, i.e. Grafobal Bohemia s. r. o., is responsible for the accuracy of such information. This information and data is also part of the proof sheet, which is submitted to the customer for approval.

### II. Customer's order details

Every order will contain the following requisite details:

- When placing an initial order, the customer is required to submit a precise design drawing and a complete graphic design of the product in electronic form (Requirements for the preparation of digital documents for printing can be downloaded at "[www.grafobal.cz/download/Pre-press\\_Manual.pdf](http://www.grafobal.cz/download/Pre-press_Manual.pdf)"), or an image template suitable for electronic processing, text, code and colour templates, including their layout.
- When placing a repeat order, it is sufficient to provide the number of the last purchase contract or the design number or to provide a sample of the product as a binding design, construction and printing sample, including the correctness of the texts.
- Type of cardboard, carton (GD, GC, GT, etc.) and its area density
- Surface treatment (printing, varnishing, laminating, gilding)
- Purpose of use, including the requirement for the extent to which the pre-marketing requirements for products intended to come into direct contact with foodstuffs must be met. (The customer must specify whether they require Grafobal Bohemia s.r.o. to meet and declare compliance with all relevant legislative requirements related to the specific use of the product, or they must specify the extent of cooperation, such as submission of documents from material suppliers on compliance with specific requirements, etc.). Otherwise, compliance of the product with the requirements for direct contact with foodstuffs cannot be declared.
- Other requirements related to the use of the product, such as FSC certification or packing on a packing machine (pre-folding requirement).
- Packing method
- Quantity, i.e., the number of pieces
- Required delivery date

### III. Technical requirements

Materials for production of:

- products intended for direct contact with foodstuffs,
- components or packaging for medical devices,
- other specific products or products for specific uses

These must meet the requirements for health safety or other specific requirements, as documented by the material supplier.

Products:

- intended for direct contact with foodstuffs,
- components or packaging of medical devices,
- other specific products or products for specific uses

These must meet the requirements for direct contact with foodstuffs or other specific requirements, as documented by a certificate, test report, etc., from a competent authority.

#### (1) Dimensions

The design of the product will conform to an approved binding design pattern or drawing, with regard to the further processing or use.

Product's internal dimensions (length: **l**, width: **b**, height: **h**) must correspond to the drawing approved by the customer. Maximum permitted deviations +0.5/-1 mm, unless otherwise specified in the purchase contract. The internal dimensions are measured from the centre to the centre of the bend line.

#### (2) Printing

The printing will conform to an approved binding design or proof sheet. Printing will be permanent, spotless, sufficiently dry and the ink will not smudge.

Compared to the Pantone swatch, a colour variation of max.  $\Delta E_{2000} = 5$  (delta E) is allowed.

When printing on unbleached/uncoated (natural) materials, the  $\Delta E_{2000}$  variation is not measured; it is compared to the customer-approved proof.

For products with multi-colour printing, the colours must overlap. The maximum permissible colour register variation is 0.3 mm, provided that this is not at the detriment of legibility and finish.

#### (3) Surface finish

The varnishing finish can be done with colourless, matt or glossy varnish. The varnished surfaces must be coated continuously and the products must bend easily in the bending line without breaking the varnish layer.

The laminating or gilding foil must be glued to the folded part throughout the entire surface, without blisters or cracks, and the foil must bend easily and without tearing in the folding line.



#### (4) Forming

The scoring (or perforating and partial cutting) must be done exactly according to the design drawing so that the product is easily foldable. The folded part must bend in the specified folding line to the required shape and the fold test must not cause the layers of material to crack or tear.

Die-cutting and extruding of the products must be precise, with no uncut areas, no disturbance of the front edge of the section, straight and clean, it must align with the coloured surfaces and the prescribed angles must be observed.

The permissible variation in the overlapping of the cut-outs with coloured areas is no more than 0.75 mm, when using the up to 54 × 74 cm format. When using formats larger than 54 × 74 cm, a variation of up to 1 mm is allowed.

#### (5) Gluing (incl. pre-folding)

The products must be glued firmly and continuously along the entire length of the adhesive tab (standard). The adhesive must not flow or leak. The products must not be glued inside or to each other, and they must not be contaminated by the adhesive.

The permissible parallelism variation for semi-automatic packaging is up to than 1 mm for every 100 mm.

Engraved products are not pre-folded by default unless specified and requested by the customer.

#### (6) Packaging and other design requirements

Suitable transport packaging will be determined by the manufacturer unless otherwise specified in the sales contract.

Products are supplied unfolded (unglued) or folded flat (glued). Products must not be wrinkled, have creases, holes, cracks or other mechanical damage.

The products will be packed in packaging to be specified between the purchaser and the supplier; glued products will be placed on the edge in several layers on top of each other. Non-glued products will be placed on the edge in several layers on top of each other.

The layers will be interleaved with a sheet of paper, cardboard or carton.

Product deflection must not exceed 4%. Deflection is the ratio, expressed in %, of the distance from the substrate at the point of greatest curvature to the longest dimension of the product when unfolded for unglued products or folded flat for glued products.

#### (7) Marking, transport and storage

Each packed unit must be placed on a pallet and labelled with the following information, unless otherwise specified in the sales contract:

- designation of the product manufacturer
- order №
- number of units per packing unit
- date of manufacture
- identification of responsible employee

A stack of boxes or packets stored on a pallet is secured by being shrink-wrapped or tied together with a binding tape. Before taping, the top layer will be covered with a board or cardboard over the entire surface. The tape must not damage the packaged goods.

A sample of the product from the pack is placed on each packed pallet.

Products will be transported in covered, clean and dry means of transport, secured so as not to be damaged during normal transport.

The products will be stored in dry, clean, ventilated warehouses and will be protected against weather, ground moisture, pollution, radiant heat from heaters, foreign odours and rodents.

Storage conditions depending on the type of material used:  
Plain board products: air temperature of 18-25°C and relative humidity of 30-60%.

Corrugated board products: air temperature of 18-25°C and relative humidity of 40-60%.

Products coated with blister varnish: air temperature of 18-25°C and relative humidity of 45-55%.

If the storage conditions are not observed, the original quality of the delivered products as supplied by the manufacturer Grafobal Bohemia s. r. o. will not be maintained.

After delivery, the packaged product must be left to adjust its temperature for at least 24 hours to compensate for climatic differences (temperature, humidity).

If the products are not processed after the products' transport packaging is removed, the products must be repacked using the same original packaging type.

During storage, care must be taken to ensure that improper layering of the packaging does not lead to deformation and thus damage to the contents.

#### IV. Defects and complaints

The permissible defect incidence, i.e., the number of units of products that fail to comply with these technical delivery conditions with regard to one or more of the aforementioned parameters, is 0.4%, unless otherwise specified in the contract. The permissible occurrence of defects does not give rise to a claim.

No complaint may be lodged against defects resulting from the properties of the material used at the customer's request.

No complaint may be lodged against products delivered more than 6 months ago.

No complaint may be lodged against products stored in unsuitable conditions.

