



Newsletter



Headley Brothers Limited

● Issue 36 ● Dec 2005

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Headley Brothers achieve prestigious ISO 14001 environmental standard

Headley Brothers are celebrating after the company received official confirmation in September 2005 that we had achieved the prestigious environmental standard ISO 14001:2004, which certifies that the company's Environmental Management System (EMS) conforms to the stringent requirements of the internationally recognised standard.

"This is a great achievement for the company, and reflects our strong commitment to reducing our impact on the environment," said Sue Gray, the Environmental Co-ordinator for Headley Brothers, "Having gained ISO 14001, we are aware that the hard work is just beginning as the external auditors look for continuous improvement."

In order to achieve ISO 14001 status, we carried out an in-depth assessment of our activities and their environmental impact, and identified issues such as

energy usage, land fill waste and recycling as being particularly important to address.

Objectives and targets to improve the company's performance in these areas were set by senior management, and new environmental procedures and guidelines were quickly adopted by staff and integrated into day-to-day operations.

One of our aims is to recycle as much waste as possible – for many years Headley Brothers have recycled aluminium, paper and cardboard, but since 2003 an increasing number of different types of waste have been recycled, including, wood, hard and soft plastic, toner cartridges and even cd-rom cases, mobile phones and plastic cups from the drinks machines!

Notices across the site also remind staff to switch off lights and electrical

equipment whenever possible to help save energy. These are typical of the types of activity we have introduced to help minimise the company's impact on the environment. Initiatives planned for the future include the addition of an on-site composting facility for garden waste and the gradual replacement for standard computer screens with flat monitors, as these use up to 50% less electricity.

A copy of the company environmental policy is available at: www.headley.co.uk



It's official - Headley Brothers' environmental initiatives have earned the company ISO 14001 accreditation

Contact details

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- Headley Digital fax: 01233 648833
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- Prepress email: pre-press@invicta-press.com
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*Season's Greetings
from Headley Brothers*

On behalf of the directors and staff at Headley Brothers, I would like to wish all our customers and their families a very merry Christmas and a happy New Year.

Warmest wishes for the festive season,
Roger Pitt, Managing Director



5 fantastic benefits of working with us

SPOTLIGHT

Flexibility and experience

With sheet-fed, web-fed and digital presses all on one site, we have the flexibility to offer not just magazine printing, but many other types of colour reproduction, such as reports, brochures, stationery and leaflets. We are experts in short to medium run printing with 125 years experience and specialise in products with runs up to 150,000.

100% ISO 9001 quality assurance

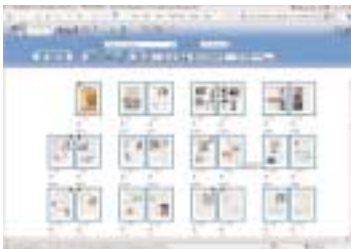
It is our staff's commitment to quality that has earned us ISO 9001 certification. Quality control checks are carried out throughout all stages of production in every department. Pre-press staff complete a series of rigorous checking procedures on every single plate produced (as many as 2500 every week!), before they are released to Machine Room staff, where they undergo further checks before printing commences.



Once the plates have been installed onto the press, our highly skilled machine minders run off 'make-ready' sheets for examination (shown above). This is another stage in our total quality process, and ensures that the print run only proceeds once the colour and tone meets your specifications.

Advanced online file management

With our Headstart online file delivery system you are in control of your publication's progress from the comfort of your own office!



Once logged into the Headstart website, you upload files directly into your publication's flatplan, you check files

online (in full colour) and you approve online – minimising delays and eliminating the issue of 'lost' files. The system also offers peace of mind that missing fonts or low-res images will not 'slip through the net' as it has a built-in checking program that automatically scans each uploaded file for these items and immediately flags any errors for your attention. In addition, Headstart offers total reassurance that the printed material you receive will match what you view on screen, as you also have access to the 'ripped' files used to make printing plates for your publication.

NB the colour of files viewed on screen via Headstart will be a fair representation of the final print, but is dependent upon the device used by the viewer as every monitor is different.

Environmentally responsible

Our ISO 14001 accreditation gives you peace of mind that our procedures and processes have been designed to minimise our environmental impact.

Ideas and solutions for print with more impact

Headley Brothers (Digital) can help you realise the power of 'one to one' marketing – we can take your customer information into our variable data software and then customise text, images and graphics on everything from magazine covers to brochures, leaflets, reports and direct mail, making each document unique and highly personal to the recipient.



We also offer a wide range of special finishes that can give your print the 'wow' factor that will boost your image and impress your customers! In this newsletter we've used a green metallic foil effect and a glitter spot varnish on the 'Season's Greetings' message, and a high build spot UV varnish on the title to make it 'stand out' from the page. Even opting for a simple matt lamination with spot UV varnish on pictures (as we have done throughout the newsletter) will help give your product durability and keep it looking good for longer.



Each issue we grill a member of staff at random
Brian Mumford

Job title and responsibilities:

My job title is Printer – Deputy Overseer. This means that I am part of the team who operate Headley's presses, but when the Machine Room Manager isn't around, I am responsible for managing both the staff operating the machines and overseeing the jobs running through them.

When did you start at the Invicta Press?

1996 – so I've been at Headley Brothers for 9 years (time flies when you're having fun!)

What did you do before starting here?

I've always worked in print – I did my apprenticeship with another printing firm prior to starting at Headley Brothers.

Describe a typical day:

Organised chaos!

What do you like most about the printing industry?

I like the fact that it's continually changing and evolving.

What do you like least about the printing industry?

It's disappointing that many short to medium run printers, including Headley Brothers, have been alienated from some of our traditional markets, like books, catalogues and greetings cards, by cheap labour in Eastern Europe and the Far East.

Hobbies and interests:

When I'm not amusing my kids, I like to think of myself as the 'sporty outdoors' type – I'm captain of Etchingill Cricket Club and also into water sports in a big way, especially wind-surfing and sailing (I was in the British Youth Sailing Squad many moons ago!).

Likes:

Being outdoors!

Dislikes:

Negative people – I like to look on the positive side of life!

Ambition:

To progress as far as I can in my profession and to score a century – 87 runs is my highest to date.

Looking forward to:

Next summer.

Favourite saying:

"It's not rocket science!"

Favourite food:

Old fashioned, traditional pub grub – being the sporty outdoor type I've got to keep my energy up!

Favourite drink:

A friend's father's homebrew discovered at a sailing event in the Lake District 10 years ago (it's not my favourite drink the morning after though!)

Most prized possession:

My children.

How would you spend your time if you were not in the printing industry?

I'd be running my own windsurfing school in Maui!

**A whole year of advertising in front of your customers' eyes!
Plan and print your year planner with the Invicta Press**

New arrival at Headley Brothers scores perfect 10

At the end of August, Headley Brothers welcomed a new addition to the Machine Room – a 10 Unit Heidelberg Speedmaster 102 press. The press was purchased as part of the company’s ongoing programme to improve performance and service levels by continually investing in new equipment and state of the art technology.

The increased resource in the machine room will assist in improving our performance and delivery reliability, as well as providing greater ‘back up’ to existing equipment, helping us to manage peak times more efficiently and effectively. The 10 unit Heidelberg Speedmaster is our first ‘long perfector’ press to offer 5 colours backing 5 colours, which means that in addition to

the four colours used in the printing process, we now have the flexibility to apply an additional special colour or seal whilst your product is being printed.

The excitement of the new 10 unit press arriving was tinged with sadness though – it replaced the now outdated Heidelberg Two Plus Two press, which finally departed from Headley Brothers on 9th September after many years of reliable service.

Terry Cooper, Print Manager said, “Although we were sorry to see the press leaving the site, it was good to know that it will be put to good use, and be very busy, printing contraceptive packets in Nigeria.”



Staff make preparations for the new 10 Unit Heidelberg Speedmaster 102’s maiden run

Helpful hints on supplying inserts

Loose inserts and bound-in inserts continue to be a popular method of advertising. Headley Brothers can provide a complete service for inserts – from producing the advertising material right through to insertion into the publication.

As inserts can vary a great deal in shape, size and material, details of any inserts should be discussed with your production controller well in advance of the publication date of the title that they will be added to. For instance, with some of the inserts we regularly handle, it is not possible to insert them by machine and extra time is required to insert them manually (this may be due to size or unusual shape where our machines are unable to grip the insert and pick it up). We also require early written notification from our customers so that details of the insert can be recorded on the main job ticket which accompanies each publication through the factory.

Inserts should be delivered to Headley Brothers no later than press day to allow time for them to be properly matched up to the publication. Customers should advise their insert suppliers and couriers that the correct delivery address for all inserts is via the Headley Brothers’ Mace Lane entrance and not the Queens Road entrance, which is not suitable for heavy vehicles or large vans. Plus, customers should be aware that inserts supplied

from overseas which are subject to import duties, must have the duty paid by the importer.

In addition, it is vital that all suppliers and couriers of inserts understand the importance of delivering the inserts with the correct information, as unidentifiable inserts will not be accepted by our warehouse.

Headley Brothers’ insert labels: contact your production controller for a supply of these labels.

The information that should accompany deliveries of inserts is as follows:

- Name of the publisher and magazine into which the inserts will be inserted.
- The issue of the magazine that the inserts are destined for.
- A description of the insert.
- The quantity of inserts being delivered.

It is the responsibility of the insert supplier to provide the correct amount. Headley Brothers cannot be held responsible should there be an excess or shortfall of inserts.

At the time of supplying inserts, the customer is requested to provide clear instructions for any balance remaining once the insert has been added to the publication. Unless we have written instructions to the contrary, our standard procedure is to dispose of any balance of inserts once deliveries are completed.

We are also happy to quote for the printing of loose inserts. For titles that we already print and despatch this can be advantageous in terms of lead times, reduced courier charges and administration time. For further advice and more detailed specifications on inserts and suitability, contact Customer Services on 01233 623131.

Inserts at a glance

- Customers should make Headley Brothers aware of any inserts as early as possible.
- The correct delivery address for all inserts is the Headley Brothers’ Mace Lane entrance.
- Inserts supplied from overseas must have the duty paid by the importer.
- Inserts must be delivered with the correct information - unidentifiable inserts will be refused.
- Customers must supply clear instructions for any ‘overs’ of inserts
- Headley Brothers can print inserts for customers and their advertisers

**The Invicta Press offers world wide web design.
Contact your sales representative for more information.**

Charity fundraising update

Headley Brothers' staff continue their ongoing commitment to fundraising, with a variety of events and activities taking place since the last newsletter.

Race for life

Congratulations to Jan Green (Publishing) who took part in the Race for Life in Folkestone, Kent on 10th July raising £185 for Cancer Research. This is an outstanding achievement for Jan as she has a serious heart condition. Kelly Browning (Customer Paper) and Sue Gray (Environmental Co-ordinator) also took part raising £80.

Saving stamps

We have also introduced an initiative to help raise funds for Guide Dogs for the Blind – and all staff have to do is save their used postage stamps. These are collected and sent to the charity, who then sell the stamps to dealers abroad,

raising money which goes toward the dogs' accommodation, food and training.

Charity disco

Roy and Nina Coppard (Web Printing and Binding departments respectively) organised a fundraising 70's/80's themed disco in aid of the Pilgrims Hospice, Ashford and the Hospice in the Weald, Tunbridge Wells. The event, held on 8th October, was a great success, raising over £3300 in total.

Money for old phones

How many of you have old mobile phones that you just don't know what to do with? Staff at Headley Brothers are being encouraged to recycle their mobile phones and raise money for charity at the same time. So far, £45.50 has been raised and the money has been donated to the National Blind Children's Society.

STAFF NEWS

Births

Since our last newsletter the following parents have added to their families: Nick Cook – proud father to Ruben, Mark Macey – proud father to Luke, Michael Prett – proud father of twin boys Nathaniel and Kieran, Paul Roughton – proud father to daughter Daisy.

New Starters & Promotions

A warm Headley Brothers welcome to: Sarah Martin who has joined the Marketing Department, Karen Terry who has joined the Binding Department, Steve Athinou who has joined the Printing Department and Alan Francis, who has started work as a gardener in the Maintenance Department. Alan replaces Chris Gray, who has taken up a new position in the Warehouse.

Retirements

Headley Brothers wishes the following a long and happy retirement: Beryl Davis (Binding Office, Aug 2005), Bill Charlton (Binding Managerial Team, Aug 2005), Alan Carter (Binding – Nights, Aug 2005) and Dave Macey (Finishing – Nights, Sept 2005). Warm wishes also go to retirees Bobby White (Binding, Aug 2005), Dave Cockell (Binding, Aug 2005), Roy Giles (Machine Room, Aug 2005) and Peter Marsh (Finishing) who have clocked up an impressive 192 years of service between them (47, 50, 50 and 45 years respectively).

Percy Laker 1917 - 2005

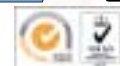
It is with regret that we announce the death of retired employee Mr Percy Laker who passed away in August 2005. Percy worked in the Printing Department for many years before retiring in 1981. Percy is well known to many Headley Brothers' employees, as after his retirement he became the company's unofficial 'night watchman', coming down from his home in Queens Road to make security patrols of the works site.

Jim Sprawling 1929 - 2005

It is with regret that we announce the death of retired employee Mr Jim Sprawling, who passed away in August 2005 aged 76. Jim worked in the Machine Room at Headley Brothers, before taking early retirement in 1992.



Headley Brothers Ltd
Magazine, journal and colour printers



INVESTOR IN PEOPLE

Ho Ho Ho!

**Christmas crackers
just for fun from the
Headley Brother's sales team!**

What do reindeer say before telling you a joke?
This one will sleigh you.

What did Adam say on the day before Christmas?
It's Christmas, Eve.



What did one Angel say to the other?
Halo there.



What do you call a group of chess fanatics bragging about their games in a hotel lobby?
Chess nuts boasting in an open foyer!



What happens if you eat the Christmas decorations?
You get tinsel-itus!

Why was Santa's little helper depressed?
He had low elf esteem.

Good King Wenceslas went out to Pizza Hut and ordered a pizza. The assistant asked: "What kind of base do you want?" "Oh the usual," said the King, "Deep pan, crisp and even!"



Father Christmas and Mrs Christmas were arguing about the weather – Mrs Christmas was insisting that it was going to rain, but Father Christmas was sure it would snow. Father Christmas asked her: "How can you be so sure?" "Oh, I asked Rudolf," she answered. "Ha! What does Rudolf know?" Father Christmas retorted. "Now then," said Mrs Christmas gently, "Rudolf the red knows rain, dear!"



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