

Commercial Insert Specifications

Format Restrictions

Restrictions apply to physical insert size, not image area.

The maximum insert size is 400mm x 260mm, the minimum is 210mm x 120mm.

Inserts above 16 pages are to run unfolded unless depth is greater than 380mm. The maximum insert size is 32 pages unless special arrangements are made with publishers.

Delivery

On current print runs, we require:

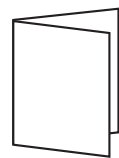
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
The Daily Advertiser	17,200	14,050	15,850	15,400	16,800	
Weekend Advertiser						19,900
The Area News	6,800		6,200		7,400	
The Irrigator		3,050			3,600	
Southern Cross				1,100		
The Observer			650			
The Rural				50,000		
The Leader (Wagga edition)			24,000			
The Senior						
New South Wales/ACT edition	116,000		Western Australian edition		51,000	
Victorian edition	93,000		South Australian edition		34,000	
Queensland edition	52,000					

To confirm bookings, a signed authority must be received prior to publication. Catalogues must be received 2 days prior to publication at the Regional Press Centre, 48 Trail Street, Wagga Wagga. Following this deadline, insertion of catalogues cannot be guaranteed. Catalogues should not be forwarded any earlier than 1 week prior to publication.

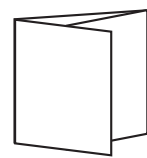
Fold Specifications

There are four types of recommended folds for inserts. These are 4-page fold, roll fold, french fold and gate fold. In the examples of the roll fold and gate fold, the turned back folds are to the inside and within 20mm from the spine. Any style of insert that has the opposing sides open is unacceptable as it cannot be inserted.

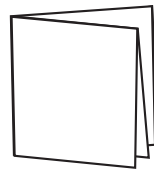
Acceptable Folds



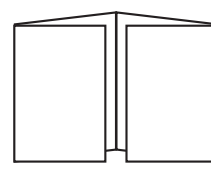
4 Page



Roll Fold

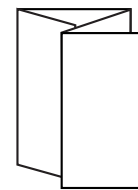


French Fold

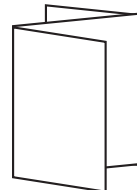


Gate Fold

Unacceptable Folds



Map Fold



Concertina Fold

Unusual Inserts

Any insert of an unusual nature, including card, envelope or perforated inserts, will require testing before approval to run can be guaranteed. A minimum of 100 sample inserts are required for testing purposes.

Pallet Specifications

Pallets, when delivered will be stored in a racking shelf. These racks have limitations in respect to pallet size and weight. Inserts not adhering to these specifications cannot be stored and will be returned.

- All inserts must be loaded on CHEP standard pallets. Pallets with damaged, missing timber or protruding nails *cannot* be used.
- The total pallet load *cannot exceed 1100kgs*.
- The total height of the pallet load *cannot exceed 1200mm*.
- The insert load *must not overhang* the pallet.
- Loose shrinkwrap should be removed.

Boxes

- Place cards, envelopes or small supplements in a box with a divider between the rows if more than one layer is used. All boxes must be fully packed and should not exceed 16kgs in weight.
- Boxes must be delivered and secured on CHEP pallets as above.

Packaging Specifications

- Place protective material (eg. thick cardboard) on the bottom of the pallet base, between every second or third tier depending on height of stack, and finally on top of the stack. Reel end covers of sufficient size are ideal for this purpose.
- All tiers must be neat and uniformly stacked. Another pallet base should be placed over the top sheet of protective material. This cover must not distort the stack under strapping pressure.
- Each turn (lift) should be 100 - 120mm in height regardless of page size. Protect the spines of the inserts by turning them towards the centre of the pallet.
- Prior to shrink wrapping pallets, place a CHEP pallet on top of the inserts to ensure the corners of the stack are protected against distortion. As our automated lifting vehicles cannot perforate shrink wrapping it is important that the shrink wrap does not cover the forklift entry points.

Contact

For further information on insert specifications, packaging and delivery requirements or to book inserts contact the Group Printing & Distribution Manager Peter Andersen on 02 6923 2083.