



INSERTS - GENERAL INFORMATION

The New Zealand Herald

Saturdays have some restrictions. Check with Inserts Manager. Minimum number of inserts is 100,000. (3) (a) All inserts must be of uniformed thickness (3) (b) Broadsheet inserts between single sheet and 6pp must be quarter folded and above 6pp half folded. (5) All inserts must have square corners and unusual shapes must be approved by inserts manager. (5) Envelopes must uniformed in thickness - i.e. material inside the envelope must fill all the envelope. (6) Boxed inserts - if inserts are unable to be bulk stacked due to it's shape or size, then it should be suitably packed in big turns and easy to open cartons before palleting. (6) Inserts should be bundled and stacked in big turns and in a manner which enables the operators to take them from the pallets without having to unwrap each bundle. See insert guide.

The Dominion Post

Inserts coordinator will supply tracking form which is now a requirement to ensure clients inserts arrive and inserted accurately. Minimum number of inserts 60,000 Cancellation period is 14 days. Advertisers will be given a cancellation number as a record of cancellation being accepted. No adjustments can be made unless the advertiser presents a valid cancellation number. (1) Maximum delivery is two weeks prior. Minimum delivery is 3PM two working days prior to insertion date. (2) Less than 70,000 inserts by negotiation only. (3) The minimum substance weight of any folded insert must equate to 150gsm. For example, 80gsm stock when folded equals 160gsm. (4) A penalty payment may be required - i.e. 48 hrs notice for cancellation or alteration is required. (5) Unusual shapes/sizes by arrangement - i.e. sample to be provided before booking will be confirmed. (9) Must be provided in strapped or boxed form only, with corner posts to prevent damage - not loose. Also, the date of the insert and Dominion Post tracking number is to be shown on all pallets, boxes, bundles, etc... (10) Please make use of the provided tracking documentation. Stapling/Binding; Multiple page inserts below 32 pages should be gummed rather than stapled. Where staples are used they must be of thin wire, and must also be accurately placed in the fold of the insert. Staples must be o -set i.e.: must not be stack one above the other. Unsuitable materials; A product which has been delivered after the deadline or does not meet the required speci cations may not be inserted. When in doubt, check If there is any question about the acceptability of an insert we need to approve a sample or mock-up. The press will reject any inserts which are outside specifications. To be delivered before 2pm Monday to Friday or before 10am Saturday We do not accept inserts with multiple advertisers. We reserve the right to decline a loose insert that does not meet our specifications. We also reserve the right to stop inserting during a run if we are experiencing difficulty with loose insert material. A full insert run will still be charged. If damaged inserts arrive we will advise of this and reserve the right to charge for the run size that has been booked. There is a 100% cancellation penalty for inserts that do not arrive due printing or freight errors or delays.

The Press

See insert guide

CANCELLATION NOTICE Notice of cancellation must be made 48 hours prior to insertion date. Late cancellations maybe charged a Late Cancellation Fee (\$500.00) plus any additional cost incurred by The Press.

Otago Daily Times

(3) (e) & (4) Will not accept inserts on newsprint or white copy unless totally in full process colour. (5) No envelopes at all (6) Minimum size A4

Waikato Times

(5) Unusual insertions only accepted on application.

The Northern Advocate

1. Inserts should be delivered on solid open-ended pallets for handling by fork-lift truck. 2. All pallets should have wooden top boards the same size as the base and measure no more than 3ft 10" in height. 3. Decks must be covered with a solid base before loading to prevent damage to the bottom layer of inserts. 4. Interleaves should be placed between each layer to aid stability and prevent creasing and distortion of inserts. 5. Pallets should have full-length corner protectors to prevent damage to products when pallets are shrink wrapped. 6. Pallet should be wrapped with film to prevent penetration of moisture. 7. Inserts should be stacked flush to the pallet edges. Inserts protruding from the side will be creased or curled by the shrink wrap. Similarly, inserts not stacked to the pallet edge will cause pallets to be unstable and loads become distorted during transportation. 8. Pallets should be landed both ways with four metal or plastic straps to secure the whole load. 9. Each pallet should have a label on two sides stating amount on pallet, issue date, title and area to be inserted. 10. Inserts that vary in size or codes which require separating must not be presented on the same pallet. 11. A copy of the insert must be presented on the outside of each pallet.

Bay of Plenty Times

See insert guide

The Daily Post

(5) Unusual insertions only accepted on application and sighting an example

Wanganui Chronicle

(2) Maximum dimension 400x290 mm. (3) (e) Broadsheets must be folded to tabloid size. (6) Unusual inserts only accepted by arrangement. (9) Delivery docket to accompany inserts. Only (1) & (2) apply to bundles.

Hawkes Bay Today

(2) Unable to accept inserts with a spine between 300mm and 350mm. (5) Unusual inserts only accepted on application. No inserts on Fridays or Saturdays Please refer to Hawke's Bay Today for further specification details. No hand inserts

Manawatu Standard

Example of 8 pages = 4 leaves

The Nelson Mail

Tabloid (unfolded). Min 8 pages. No coupon books.
Unusual shapes and sizes by arrangement only - i.e. sample to be provided before booking will be confirmed Saturday inserts: Specific Size criteria applies: Tabloid 8-0pages:A4 Brochures 12-40 pages, no greater than 280cm wide(spine to edge) and 400mm high

The Oamaru Mail

(7) & (8) Not applicable

Whakatane Beacon

See insert guide

Southland Times

See insert guide

Herald on Sunday

Inserts must be uniform thickness. All flaps must be closed. Double spines are not acceptable. Must have square corners, unusual shapes need to be approved by inserts manager.

Below is the standard Insert conditions for all newspapers. Insert the conditions above which are specific to the newspaper you require.

1. DELIVERY TIME

- The recommended delivery time is six business days prior to publication. Minimum delivery time is three working days prior to publication. These deadlines must be strictly adhered to.
- This gives the newspapers time to check and report back to the supplier if there are any problems with the quality of folding, the quantity delivered, palletising or drying of inserts.

2. SIZE OF INSERT *(For specific dimensions, please see following)***Hand Inserts**

- Those newspapers that insert by hand have a great deal more flexibility with the types of inserts that can be accepted, and will accept all inserts within reason.
- Listed below are specification guidelines for mechanical inserting, although they can be used as a guideline for hand inserts.

3. MECHANICAL SPECIFICATIONS**a. Mock Ups**

- We recommend that a sample or accurate mock-up of any intended insert should be approved for insertion by the Inserts Production Department prior to acceptance of an order.

b. Maximum Insert Thickness

- The maximum acceptable thickness of any insert will be influenced by the insert's overall dimensions.
- As a general rule the design of the insert (size, grammage etc) should not impede the rolling of the finished newspaper product for the purposes of home delivery.

c. Tabloid

- Four and eight page tabloid products must be folded once (in half).

d. Broadsheet

- Two page (single broadsheet = 4 pp tabloid) must be less than 150 gsm when folded once (tabloid folded) 75 gsm paper, recommend quarter fold.
- Two page (single broadsheet) on newsprint must be quarter folded.
- Four page (double broadsheet) = 8 pp tabloid on newsprint can be tabloid folded or quarter folded (we recommend quarter fold).
- Six or more page broadsheet may be tabloid folded or quarter folded.

e. Binding

- When using staples, they should not exceed the thickness of the product and be placed perfectly within the fold of the product. A glued insert is preferred.

4. CONSEQUENCE OF UNSUITABLE PRODUCTS

- A product which has been delivered after deadline or does not meet the required specifications may not be inserted.

5. UNUSUAL INSERTS

- In all cases a mock up sample is required by all newspapers prior to acceptance.
- Envelopes 270 mm x 105 mm can be inserted provided that they are flat. (Approval is required prior to acceptance of the order).
- Cards, envelopes, samples or any other insert material of an unusual nature, dimension or fold, will need approval prior to acceptance.

6. PACKAGING SPECIFICATIONS

- The printer must ensure that all inserts are free from "set-off" and that the ink is dry.
- Inserts must be kept as flat as possible at all times, with tight folds, and free from rolled edges, wrinkles and any other distortions.
- Inserts are to be turned in 50's, 100's, 200's within a bundle so that the turned height is between 75 mm and 100 mm.
- Bundles may be strapped (the wider the strapping the better). The tension of the strapping should not in any way damage the bundle.
- The use of a sturdy piece of cardboard at even intervals throughout the stack will help keep the inserts flat, and avoid shifting during transportation. Gaps between bundles on the pallet should be kept to a minimum.
- Outside edges should be vertically even, and the inserts should be stacked so that they do not protrude beyond the limits of the pallet.
- If the pallet does not have a solid smooth base, a piece of wood or a substantial piece of cardboard should be placed over the pallet before stacking.
- A solid piece of wood, the same dimensions as the base pallet should be placed on top of the stacked bundles, to prevent strap damage.
- The pallets should be wrapped in plastic, or shrink-wrapped for further protection.

7. PALLETS

- Pallets should be standardised where inserts require more than one pallet for delivery or pallet weight provided.
- Pallets should be 1165 mm x 1165 mm and in good conditions without loose or broken timbers.
- Maximum height of pallet is to be 1524 mm including runner, and the maximum weight not to exceed 1000 kg. (Hawke's Bay Today max weight not to exceed 750kg.)
- Minimum runner height on pallets to be 100 mm to allow for handling by forklift or hand truck.

8. PALLET IDENTIFICATION

- The pallets must have labels on at least two sides, and the following information on the printers letterhead.
- The name and address of the company and the publication concerned.
- The publication issue and date of insertion. The key number or code should be shown for further identification.
- The estimated weight of the pallet.
- Full identity of the advertiser.

9. DELIVERIES

All deliveries must be accompanied by a delivery docket which must indicate:

- The name of the insert, and key number or code if available.
- The total amount of copies on each pallet.
- The number of pallets on each vehicle.
- The total number of pallets for delivery.
- When more than one delivery is used, the last docket is to be marked 'FINAL'.
- Weight must be indicated on the loaded pallet, i.e. weight of load - (inserts). Weight of pallet and strapping materials combined.