

ACM

PRINT GUIDE

- › SITES
- › INSERTS
- › PACKAGING
- › DELIVERY

Name	Number	Email	Can assist with
Nichole Sparke	02 4570 4433 0436 364 202	nichole.sparke@austcommunitymedia.com.au	Production Office: Provide Work Tickets for each job. ALL job information. (Based at North Richmond). Special Pub print allocation - Insert Queries
		nr.production@austcommunitymedia.com.au	
Chris Monaghan	0409 236 831	chris.monaghan@austcommunitymedia.com.au	Distribution
Marcel Roncken	0427 221 752	mroncken@austcommunitymedia.com.au	IT: File naming/transfer
Brett Thomas	0475 979 570	Brett.thomas@austcommunitymedia.com.au	Special Publications/Products
Fulfilment	1300 133 984	fulfilment@austcommunitymedia.com.au	Inserts, Idiary and Paging

ACM

- › [COMMERCIAL INSERT REQUIREMENTS AND CONDITIONS](#)
- › [FOLD SPECIFICATIONS](#)
- › [DELIVERY](#)
- › [PALLETS](#)
- › [APPENDIX](#)

INTERNAL

Tamworth

- › [Mastheads](#)
- › [Specification](#)
- › [Media Inserts & Contacts](#)

Launceston

- › [Mastheads](#)
- › [Specification](#)
- › [Media Inserts & Contacts](#)

News Corp

- › [DEADLINES & CONDITIONS](#)
- › [ACCEPTABLE SIZES & CONDITIONS](#)
- › [SIZES & STOCK WEIGHT](#)
- › [PACKAGING & DELIVERY](#)

EXTERNAL

Mile End

- › [Mastheads](#)
- › [Specification](#)
- › [Media Inserts & Contacts](#)

MPS

- › [Mastheads](#)
- › [Specification](#)
- › [Media Inserts & Contacts](#)

Darwin

- › [Mastheads](#)
- › [Specification](#)
- › [Media Inserts & Contacts](#)

Yandina

- › [Mastheads](#)
- › [Specification](#)
- › [Media Inserts & Contacts](#)

Townsville QLD

- › [Mastheads](#)
- › [Specification](#)
- › [Media Inserts & Contacts](#)

Chullora

- › [Mastheads](#)
- › [Specification](#)
- › [Media Inserts & Contacts](#)

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- › [DELIVERY - INSERT DELIVERY SPECIFICATIONS](#)
- › [IVE PRINT - WEB OFFSET INSERT DELIVERY LABEL](#)
- › [PREPRESS FILE SPECIFICATIONS](#)

EXTERNAL

IVE (Melbourne)

- › [Mastheads](#)
- › [Specification](#)
- › [Media Inserts & Contacts](#)

IVE (Silverwater)

- › [Mastheads](#)
- › [Specification](#)
- › [Media Inserts & Contacts](#)

STAND ALONE PRINTERS

EXTERNAL

SPOT Press

- › [Mastheads](#)
- › [Media Inserts & Contacts](#)

Albury

- › [Mastheads](#)
- › [Specification](#)
- › [Media Inserts & Contacts](#)

WAN

- › [Mastheads](#)
- › [Specification](#)
- › [Media Inserts & Contacts](#)

- › Camden Haven
- › Cessnock
- › Central Western Daily
- › Country Leader
- › Dubbo Daily Liberal
- › Glen Innes Examiner
- › Gloucester
- › Great Lakes Advocate
- › Inverell Times
- › Lismore City News
- › Macleay Argus
- › Manning River Times
- › Moree Champion
- › Mudgee Guardian
- › Northern Daily Leader
- › Port Macquarie News
- › Singleton Argus
- › Tenterfield Star
- › The Blayney Chronicle
- › The Oberon Review
- › Western Advocate
- › Western Magazine
- › Tamworth REV
- › Orange REV
- › Dubbo REV

EXTERNALS

- › Canowindra News
- › Condobolin Argus
- › Coonabarabran
- › Coonamble
- › Cowra Guardian Friday
- › Cowra Guardian Tuesday
- › Forbes
- › Grenfell Record Friday
- › Grenfell Record Wednesday
- › Gunnedah Times
- › Gwydir News
- › Manilla Express
- › Narrabri Thurs
- › Narrabri Tues
- › Narrabri TV Guide
- › Parkes
- › Quirindi Advocate
- › Wee Waa

MEDIA INSERTS & CONTACTS | TAMWORTH

Site Contact for Inserts	Paul Greentree: 0487 488 116
Max available Commercial Insert Slots*	6 without pre-prints *Currently restricted back to 4 inserts until further notice
Max Number of Preprinted Internal Products/Unwinds	6 without commercial inserts *Currently restricted back to 4 inserts until further notice
Delivery Deadline for Commercial Inserts	5 working days prior to publication
^Hand Inserting	Not available
Notes	Insert total combination of 4 products. IE 2 commercial and 2 preprints OR 4 commercial. No preprint.
Minimum Insert size A5 210d x 148w	Maximum Insert size 405d x 275w

*Always Dependent on the size and weight of the insert and the size of host publication receiving the insert.

^Hand inserting must be discussed with site in advance. Small run jobs may be able to be accommodated however large circulation jobs cannot. (Requires more time and labour)

GENERAL RULES FOR ALL ACM SITES - SEE ACM DETAILED SPEC SHEETS [HERE](#) FOR ALL FOLDING/PALLET/OTHER INFORMATION

Number of inserts dependent on the total number of insert pages and number of inserts in the editions. There is no guarantee that the insert will fall in the exact centre of the book. Likewise the order of inserts in the book will be determined by the print site. As inserting is a mechanical process there is no guarantee of 100% strike rate. Strike rate may be impacted by the number, size and quality of inserts. At all times the print site reserves the right to cease an insert if production deadlines are being adversely affected. Inserts that arrive in poor condition or outside of specifications, may be refused by the print site.

TAMWORTH
64-66 Armstrong Street,
Westdale, NSW, 2340



Paul Greentree
0487 488 116
paul.greentree@austcommunitymedia.com.au

Terry Skewes
0407 467 012
terry.skewes@austcommunitymedia.com.au

Tabloid, small tab, Quarterfold | Coldset

- › Burnie Advocate
- › Burnie Advocate + posters
- › Launceston Examiner
- › Launceston Sunday Examiner
- › MONTHLY Senior & Traveller TAS
- › MONTHLY Tasmanian Farmer
- › NW Advocate
- › PREPRINT Launceston Examiner or NW Advocate?
- › REAL ESTATE VIEW Burnie Advocate Domain (Thurs)
- › REAL ESTATE VIEW Launceston Examiner (Thurs)

MEDIA INSERTS & CONTACTS | LAUNCESTON

Site Contact for Inserts	Karlyne Brooks: 03 6336 7191
Max available Commercial Insert Slots*	3 without pre-prints (total number of insert pages 48)
Max Number of Preprinted Internal Products/Unwinds	3 without commercial inserts (total number of insert pages 48)
Delivery Deadline for Commercial Inserts	5 working days prior to publication
^Hand Inserting	Possibly - refer to site
Notes	Insert total capacity combination of 4 products. IE 2 commercial and 2 preprints OR 4 commercial. No preprint. Number of inserts dependent on total pagination of host and total number of pages of inserts.
Minimum Insert size A5 210d x 148w	Maximum Insert size 405d x 275w

*Always Dependent on the size and weight of the insert and the size of host publication receiving the insert.

^Hand inserting must be discussed with site in advance. Small run jobs may be able to be accommodated however large circulation jobs cannot. (Requires more time and labour)

GENERAL RULES FOR ALL ACM SITES - SEE ACM DETAILED SPEC SHEETS [HERE](#) FOR ALL FOLDING/PALLET/OTHER INFORMATION

Number of inserts dependent on the total number of insert pages and number of inserts in the editions. There is no guarantee that the insert will fall in the exact centre of the book. Likewise the order of inserts in the book will be determined by the print site. As inserting is a mechanical process there is no guarantee of 100% strike rate. Strike rate may be impacted by the number, size and quality of inserts. At all times the print site reserves the right to cease an insert if production deadlines are being adversely affected. Inserts that arrive in poor condition or outside of specifications, may be refused by the print site.

LAUNCESTON
235 George Town Road,
Rockerlea, TAS, 7248



Ron Langerak - Prepress & Customer Service Manager
03 6336 7192 | 0407 317 892
ron.langerak@austcommunitymedia.com.au

Shane Brooks - Site Manager
03 6336 7194 | 0409 481 842
sbrooks@austcommunitymedia.com.au

Karlyne Brooks
03 6336 7191
karlyne.brooks@austcommunitymedia.com.au

- › Smart Farmer (monthly)
- › Stock Journal

MEDIA INSERTS & CONTACTS MILE END	
Site Contact for Inserts	gavin.richards@news.com.au darren.adcroft@news.com.au jason.stewart@news.com.au chris.mckenzie@news.com.au
Max available Commercial Insert Slots	3
Max Number of Preprinted Internal Products/Unwinds	3
Delivery Deadline for Commercial Inserts	Inserts must be delivered between 5-10 days prior to insert date. Inserts not arriving with correct specs may be rejected.
^Hand Inserting	No
Notes	See pages 21 to 24 for all Newcorp general insert conditions.
Minimum Insert size A5 210d x 148w* * A5 maximum 12 pgs without consultation. Over 12 pgs contact print site Inserts smaller than A5 can be accommodated at additional cost and will be hand inserted. Please contact the print site regarding this. Also please put a note in idinary about this..	Maximum Insert size 390d x 285w

MILE END MEDIA

South Australia - 200 Railway Terrace,
Mile End South, SA 5031.



(08) 8206 3224

gavin.richards@news.com.au
darren.adcroft@news.com.au
jason.stewart@news.com.au
chris.mckenzie@news.com.au

- › Australian Cotton and Grains
- › Queensland Country Life
- › The Senior - QLD

MEDIA INSERTS & CONTACTS YANDINA	
Site Contact for Inserts	Sally Hookey customersucsessteam@news.com.au
Max available Commercial Insert Slots	4
Max Number of Preprinted Internal Products/Unwinds	4
Delivery Deadline for Commercial Inserts	Inserts must be delivered between 5-10 days prior to insert date. Inserts not arriving with correct specs may be rejected.
^Hand Inserting	No
Notes	See pages 21 to 24 for all Newcorp general insert conditions.
Minimum Insert size A5 210d x 148w* * A5 maximum 12 pgs without consultation. Over 12 pgs contact print site.	Maximum Insert size 390d x 285w

*Please note that Jimboomba and Redlands are currently printed at Murrarie, but will transition to Yandina, mid 2021.

YANDINA (NEWS LIMITED) QLD
54, Pioneer Road,
Yandina, QLD 4561



Michael Folker - Pre Press/Production Leader
T +61 7 5454 7822 | M +61 437 223 066
E mic.folker@news.com.au

Sally Hookey - Customer Success Manager
T 07 5454 7801
E customersucsessteam@news.com.au

- › Ararat Advertiser
- › Seniors Vic
- › Seniors SA
- › Stawell Times News
- › Stock and Land
- › The Ballarat Courier
- › The Bendigo Advertiser
- › Warrnambool Standard
- › Wimmeria Mail Times
- › Wimmera Farmer

MEDIA INSERTS & CONTACTS MPS	
Site Contact for Inserts	Shane Ingram: T 03 9292 3432 M 0433 233 936 mpcinserts@news.com.au
Max available Commercial Insert Slots	Maximum of 3 inserts Maximum of 4 inserts on Saturday
Max Number of Preprinted Internal Products/Unwinds	Maximum of 3 inserts Maximum of 4 inserts on Saturday
Delivery Deadline for Commercial Inserts	Inserts must be delivered between 5-10 days prior to insert date. Inserts not arriving with correct specs may be rejected.
^Hand Inserting	No
Notes	See pages 21 to 24 for all Newcorp general insert conditions.
Minimum Insert size A5 210d x 148w* <small>* A5 maximum 12 pgs without consultation. Over 12 pgs contact print site.</small>	Maximum Insert size 390d x 285w

MPS (NEWS LIMITED) MELBOURNE

Melbourne Print Centre
26 Shiny Drive
Truganina, Vic, 3029



Scott Rollings - Operations Leader
scott.rollings@news.com.au
M +61 401 142 278

Katie Neville - Press Scheduling
mpcscheduler@news.com.au
M +61 430 372 201

Shane Ingram - Publishing/Insert Scheduling
mpcinserts@news.com.au
M +61 433 233 396

MEDIA INSERTS & CONTACTS | TOWNSVILLE

› North Queensland Register

Site Contact for Inserts	Mark Saunders: T 07 4722 4757 mark.saunders@news.com.au
Max available Commercial Insert Slots	4
Max Number of Preprinted Internal Products/Unwinds	4
Delivery Deadline for Commercial Inserts	Inserts must be delivered between 5-10 days prior to insert date. Inserts not arriving with correct specs may be rejected.
^Hand Inserting	No
Notes	See pages 21 to 24 for all Newcorp general insert conditions.
Minimum Insert size 180d x 200w <small>* A5 please contact site.</small>	Maximum Insert size 390d x 285w

N.Q. NEWSPAPER COMPANY LTD

623-243 Flinders Street,
Townsville, QLD 4810



Publishing Manager

T (07) 4722 4705

Mark Saunders

T 07 4722 4757

E mark.saunders@news.com.au

› Katherine Times

MEDIA INSERTS & CONTACTS DARWIN	
Site Contact for Inserts	Publishing Manager: T (08) 8944 9782
Max available Commercial Insert Slots*	3
Max Number of Preprinted Internal Products/Unwinds	3
Delivery Deadline for Commercial Inserts	Inserts must be delivered between 5-10 days prior to insert date. Inserts not arriving with correct specs may be rejected.
^Hand Inserting	No
Notes	See pages 21 to 24 for all Newcorp general insert conditions.
Minimum Insert size A5 210d x 148w* * A5 maximum 12 pgs without consultation. Over 12 pgs contact print site.	Maximum Insert size 390d x 285w

DARWIN

NT News Loading Dock, 1 Printers Place,
Darwin NT 0800.
T (08) 8944 9782



Print Centre and Commercial Printing

T (08) 8944 9780

- › Ag Trader Monthly
- › Blue Mountains Gazette
- › Cotton & Grain
- › Goulburn Post
- › Hawkesbury Gazette
- › Hunter Valley News
- › Lithgow Mercury
- › Mid Coast Observer
- › Maitland Mercury
- › Newcastle Herald
- › Port Stephens Examiner
- › Seniors NSW/ACT
- › St George Leader
- › Southern Highlands News
- › Sunday Canberra Times
- › Sutherland Leader
- › The Canberra Times
- › The Land

MEDIA INSERTS & CONTACTS CHULLORA	
Site Contact for Inserts	T 02 9288 1934 M 0422 072 545 nathan.smith@news.com.au M 0431 658 593 ian.ford@news.co.au
Max available Commercial Insert Slots*	3 4th available on request through ACM National Production Office. See page 1 for contact numbers.
Max Number of Preprinted Internal Products/Unwinds	3
Delivery Deadline for Commercial Inserts	Inserts must be delivered between 5-10 days prior to insert date. Inserts not arriving with correct specs may be rejected.
^Hand Inserting	No
Notes	See pages 21 to 24 for all Newcorp general insert conditions.
Minimum Insert size A5 210d x 148w* <small>* A5 maximum 12 pgs without consultation. Over 12 pgs contact print site.</small>	Maximum Insert size 390d x 285w

CHULLORA

Loading Dock 1 / 26-52 Hume Hwy,
(entry via Muir Road) Chullora
(02) 9288 1828



Brett Cleary – Publication Services Manager NSW
26-52 Hume Highway Chullora NSW 2190
T +61 2 8045 5063 M +61 401 135 173
brett.cleary@news.com.au

Ian Ford – Operations
02 9288 1951 / 0431 658 593
ian.ford@news.com.au

Publishing Manager

Cnr 2 Muir Road &
HumeHighway Chullora NSW 2190
T (02) 9288 1704

Gary Woodside – National Business Development Manager
T +61 2 9288 1841 M +61 404 873 013
E gary.woodside@news.com.au

IVE (MELBOURNE) ive

Tabloid, Small Tabloid, Quarterfold, Bespoke sizes | Heatset

- › REAL ESTATE VIEW Bendigo
- › REAL ESTATE VIEW Border Mail
- › REAL ESTATE VIEW Courier
- › REAL ESTATE VIEW Daily Advertiser
- › Special Publications

Please note IVE Melbourne will not be inserting products. They are printing products that will be printed, delivered and inserted at Melbourne Print Site or Mile End Print Site.

[Please go to General IVE Insert information.](#)

IVE (MELBOURNE)
25-33 Fourth Avenue,
Sunshine VIC 3020



Maria Stickels - Production Services Manager
Print - Web Offset
M +61 438 426 369 | D +61 3 9229 3319

Prepress / Technical Manager
stuart.trueman@ivegroup.com.au
webstar.prepress@ivegroup.com.au
richard.clark@ivegroup.com.au

- › Bay Post REV
- › Good Fruit & Vegetables
- › Illawarra REV
- › Newcastle REV
- › Northern Daily Leader REV
- › Port Stephens REV

MEDIA INSERTS & CONTACTS SILVERWATER	
Site Contact for Inserts	Shashi Janson: 02 9288 1704
Max available Commercial Insert Slots	3
Max Number of Preprinted Internal Products/Unwinds	3
Delivery Deadline for Commercial Inserts	72 hours prior to insertion deadline
Hand Inserting	Contact print site
Notes	For comprehensive details go to the IVE general information pages at the front of this book. Please go to General IVE Insert information.
Minimum Insert size 135d x 90w	Maximum Insert size 10mm smaller on all sides to the product it is inserted into.

IVE Silverwater
Unit 1 / 83 Derby Street
Silverwater, NSW 2128

Shashi Janson | T: 2 9288 1704

Prepress IVE Web Offset Silverwater
DD: +61 2 8737 9342



Richard Clark - General Manager NSW
M: +61 407 469 872
E: richard.clark@ivegroup.com.au

Nic Overend - Account Manager NSW
M: +61 433 312 704
E: nic.overend@ivegroup.com.au
Main point of contact. Quote requests and new bookings to be advised to Nic

James Kennedy - General Manager of Commercial
M: +61 405 356 740
E: james.kennedy@ivegroup.com.au

Jamie Roberts - Customer Service Representative NSW
M: +61 405 356 742
E: jamie.roberts@ivegroup.com.au
All print orders to be supplied to Jamie and copied to Nic Overend

Site Contact for Inserts	production@colourpress.com.au
Max available Commercial Insert Slots	4 without pre-prints
Max Number of Preprinted Internal Products/Unwinds	4 without commercial inserts
Delivery Deadline for Commercial Inserts	5 working days prior to publication
Hand Inserting	Possibly - refer to site Please go to General WAN Insert information.
Notes	See pages 28 to 30 for WAN specs page
Minimum Insert size 200 H x 135 W	Maximum Insert size 375 x 289mm

WAN

Herdsmen Print Centre,
54 Hasler Rd,
Osborne Park, WA, 6017



Gary Illing - Production Planning & Scheduling
T +61 8 9482 9144 | M 0413 055 838
E gary.illing@wanews.com.au

Elizabeth Mihalevich
T +61 8 9482 9100
production@colourpress.com.au

Ben Whiting - Publishing manager
T +61 8 9482 9960
E ben.whiting@wanews.com.au

SPOT PRESS

Tabloid, Small Tab, Quarterfold | Coldset

- › Bay Post/Moruya
- › Bega News
- › Eden Magnet
- › Eurobodalla Independent
- › Far South Coast Domain
- › Illawarra Mercury
- › Merimbula News
- › Milton Ulladulla Times
- › Narooma News
- › Shoalhaven/Nowra News
- › South Cost Register

MEDIA INSERTS & CONTACTS SPOT PRESS	
Site Contact for Inserts	Inserts Receiving 02 9549 1111
Max available Commercial Insert Slots*	3
Max Number of Preprinted Internal Products/Unwinds	3
Delivery Deadline for Commercial Inserts	Deadline for inserts 5 days prior.
^Hand Inserting	Yes
Notes	All queries for Spot Press should be direct to the ACM National Production Office, see page 1 for contact details.
Minimum Insert size A5 210d x 148w* <small>* A5 maximum 12 pgs without consultation. Over 12 pgs contact print site.</small>	Maximum Insert size 390d x 285w

SPOT Press

Attn: Inserts Receiving
 24/26 Lilian Fowler Pl
 Marrickville NSW 2204

(McPherson's Wodonga Printing) – Tabloid, small tabloid | Coldset

- › Albury/Wodonga The Border Mail
- › Albury/Wodonga The Border Mail - Pre-Print
- › The Griffith Area News
- › The Leeton Irrigator
- › The Rural (ROP, print separate and insert where required)
- › Wagga Daily Advertiser
- › Western Magazine (ROP)

MEDIA INSERTS & CONTACTS | ALBURY

Site Contact for Inserts	Peter Brown: 02 6024 0573 dispatch@newsprinters.com.au
Max available Commercial Insert Slots*	4 without pre-prints
Max Number of Preprinted Internal Products/Unwinds	4 without commercial inserts
Delivery Deadline for Commercial Inserts	5 working days prior to publication Same as ACM detailed specs.
^Hand Inserting	Not available
Notes	Insert total combination of 4 products. IE 2 commercial and 2 preprints OR 4 commercial. No preprint.
Minimum Insert size A5 210d x 148w	Maximum Insert size 405d x 275w

* Always Dependent on the size and weight of the insert and the size of host publication receiving the insert.

^ Hand inserting must be discussed with site in advance. Small run jobs may be able to be accommodated however large circulation jobs cannot. (Requires more time and labour)

GENERAL RULES FOR ALBURY SITE (SAME AS ACM) - SEE ACM DETAILED SPEC SHEETS [HERE](#) FOR ALL FOLDING/PALLET/OTHER IFORMATION

Number of inserts dependent on the total number of insert pages and number of inserts in the editions. There is no guarantee that the insert will fall in the exact centre of the book. Likewise the order of inserts in the book will be determined by the print site. As inserting is a mechanical process there is no guarantee of 100% strike rate. Strike rate may be impacted by the number, size and quality of inserts. At all times the print site reserves the right to cease an insert if production deadlines are being adversely affected. Inserts that arrive in poor condition or outside of specifications, may be refused by the print site.

ALBURY
1 McKoy Street,
West Wodonga, VIC, 3690



Marcus Kostelac
0414 606 668
marcus.kostelac@newsprinters.com.au

Paul Kelly - General Manager
0417 106 229
paul.kelly@newsprinters.com.au

Peter Brown - Production Supervisor
02 6024 0573 | 0413 498 745
peter.brown@newsprinters.com.au



COMMERCIAL INSERT REQUIREMENTS AND CONDITIONS

INSERT SIZE FORMATS AND STOCK

Refer to the specification table provided which covers all ACM Australian print sites. This table contains insert dimension specs, paper stock (Substrate GSM) specs and accepted fold types.

PACKAGING AND DELIVERY

ACM Print and Logistics have designed their packaging requirements to maximise the chance of the inserts arriving at the plant in good condition and therefore providing the best opportunity for a successful insert.

Delivery and packaging specifications for all ACM sites are provided in a separate document including site addresses and contacts. This document can be sent to clients and printers and is also available via links included in ACM's iDiary generated insert booking confirmations.

It is the responsibility of the sales team to ensure that their clients understand that insert packaging specifications are in place and need to be followed as poor packaging affects the success of inserting. ACM reserves the **right to reject inserts that do not meet the specifications of this document**. Repackaging an insert that has been rejected because of damage may not be acceptable.

INSERT SUCCESS

It should also be pointed out to all insert clients that insert accuracy is **not 100%**. Success is dependent on the product being inserted and particularly the condition it is delivered in. Insert success varies from product to product. Factors that affect the success of the machine insert process are:

- Overall finished size and paging.
- Insert copies separate easily from their bundles, not sticking together.
- Bundles are stacked neatly and uniformly.
- Number of turns in a bundle.
- Bundle strapping does not damage the product in any way.
- Inserts need to be in good condition, i.e. flat with no corner damage or tearing.

The ideal size insert has a total paging of between 16 and 32 pages with a trimmed finish and size around A4. These are the most

successful inserts and run with a success rate of approx. 95% and often better. Smaller insert size formats with paging less than 12 pages are less predictable and are generally less successful. Success rates of these products are generally in the 90% range.

MULTIPLE COPIES

We can not guarantee against multiple copies being inserted. Inserts need to be printed and packed in such a way that the inserts are easily separated i.e. they don't stick together. This cannot usually be determined until production commences.

NUMBER OF COPIES REQUIRED FOR INSERT PRODUCTION

Copies required vary from publication to publication and edition day required. An estimate of the circulation number of copies required for the publication and edition day should be obtained from publication distribution and circulation department. Circulation can vary due to unforeseen circumstances and therefore full run coverage may not be achieved. The following production spoilage quantities should be added to the publication circulation figure.

For Print Runs up to 5K copies

A **10% spoilage allowance with a minimum quantity of 250 copies** to be added to the circulation quantity to allow setup and production spoilage.

For Print Runs 5K to 20K copies

A **5% spoilage allowance with a minimum quantity of 500 copies** to be added to circulation quantity to allow setup and production spoilage.

For Print Runs 20K to 50K copies

A **2% spoilage allowance with a minimum quantity of 750 copies** to be added to circulation quantity to allow setup and production spoilage.

For Print Runs greater than 50K copies

A **1.5% spoilage allowance with a minimum quantity of 1,000 copies** to be added to circulation quantity to allow setup and production spoilage

CONDITIONS OF ACCEPTANCE

- All site specifications must be met.
- At any time including after delivery, ACM reserves the right to reject inserts that do not meet the specifications for size, paging, packaging, delivery time and condition.
- ACM reserves the right to remove any
- Insert from production that places production or on time delivery in jeopardy.

Unacceptable Inserts

- Inserts with magnets, clips, stick on samples attached.
- Inserts containing objects such as keys, coins, sachets or samples.
- Inserts with sticky applicators, tip ons (stick on notes).
- Die Cut inserts.
- Poppers or protruding inside pages.

INSERTING CAPACITY

Refer to the site capacity table provided which covers all ACM sites. Site contacts are included in this table.

The sites will be happy to assist with any enquiries regarding capacity and insert requirements.

INSERT TYPES

- Single sheet, e.g. single page, card, envelope.
- Folded trimmed multi page inserts, e.g. Harvey Norman.
- Press finished publications other than wound preruns.

GENERAL REQUIREMENTS

- Folded inserts must have spine as the longest edge.
- Paging is the actual page count of the finished product as folded, e.g. a four page tabloid folded in half to quarterfold is an 8 page insert.
- A single sheet insert is counted as a 2 page insert.
- Avoid any change of stock part way through the print run as the handling characteristics will change and cause high insert wastage.

ACM FOLD SPECIFICATIONS

There are four types of recommended folds for inserts. These are **4 page, roll fold, french fold and gate fold.**

The **roll fold** and **gate fold**, the turned back folds are to the inside and within 20mm from the spine.

UNUSUAL INSERTS

Any card, envelope, perforated insert or any other material of an unusual nature, dimension or fold, will require a dummy sample or the product to be viewed by the publishing and mailroom manager prior to acceptance. Products with stickers, exposed glue sections, part fold backs, index folds or steps **MUST** be tested prior to acceptance.

Other inserts that do not meet the size and pagination specifications may be accepted after consultation with, and at the discretion of, ACM. This may require a sample test run of 500 inserts to be submitted. ACM may impose extra conditions on the acceptance of the booking, for example, reduced insert accuracy (say 80%) or that it may only be inserted if it does not interfere with production, i.e. it will be removed from inserting if it places production in jeopardy. The onus is on the seller of the insert to ensure that their client understands and accepts any special conditions attached to these products.

All enquiries should be made to the publication print site.

HAND INSERTING

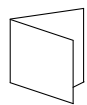
Some sites may offer hand inserting of out of specification inserts at their discretion. This is very labour intensive and expensive. Hand inserting also impacts on dispatch and delivery due to the time it takes to complete this service. Additional labour charges may apply and should be considered in assessing product profitability.

ENQUIRIES AND QUESTIONS

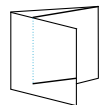
Whilst FMPL has endeavoured to standardise insert requirements and technical specifications not all print sites have the same capacity and capability to place inserts in our newspapers. Sites have different equipment in capacity and capability to process inserts. Unfortunately just because one site can accept an insert does not mean all sites can successfully place the same insert.

Each print site will be happy to answer your questions and clarify if an insert is feasible to run in production. Please contact the print site if in doubt and before turning down an insert sale.

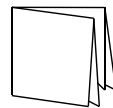
ACCEPTABLE FOLDS



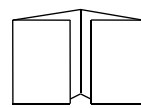
4 PAGE



ROLL FOLD



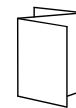
FRENCH FOLD



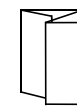
GATE FOLD

UNACCEPTABLE FOLDS

Any insert that has the opposing sides open. This style of insert cannot be machine inserted.



CONCERTINA FOLD



MAP FOLD

INSERT SPECIFICATION TABLE

Single Sheet Inserts (See notes re Cards and Envelopes)	Dimensions	Minimum		A5 - 210mm x 148mm
		Maximum		390mm x 285mm
	Substrate GSM	Minimum		150gsm
		Maximum		180gsm
Folded Multiple Sheet Inserts - Trimmed Finish	Dimensions	Minimum		210mm x 148mm
		Maximum		395mm x 275mm
	Substrate GSM	4 - 6 pg	Minimum	100gsm
			Maximum	150gsm
		8 - 10 pg	Minimum	80gsm
			Maximum	120gsm
		12 - 14 pg	Minimum	60gsm
			Maximum	100gsm
	36 - 56 pg	Minimum	54gsm	
		Maximum	80gsm	
		Minimum	54gsm	
		Maximum	65gsm	
Press Finish/Tabloid Inserts excluding Wound Pre-prints	Dimensions	Minimum		340mm x 289mm
		Maximum		405mm x 275mm
	Substrate GSM	4 - 8 pg	*Format/Fold	Crashfold
			Minimum	52gsm
			Maximum	70gsm
		12 - 16 pg	*Format/Fold	Crashfold
			Minimum	52gsm
			Maximum	70gsm
	20 - 32 pg	*Format/Fold	Flat Press Finish	
		Minimum	42gsm	
		Maximum	52gsm	
		Standard Fold		✓
		Roll Fold		✓
	French Fold		✓	
Gate Fold		✓		
Open Gate Fold		✗		
Concertina Fold		✗		
Map Fold		✗		

COPIES REQUIRED

Insert Production Spoilage Quantities Required – This quantity to be added to publication circulation print order to be obtained from distribution

- Print Runs (circulation) up to 5k copies
Add **10%** or a minimum **250 copies**
- Print Runs (circulation) 5k - 20k copies
Add **5%** or a minimum **500 copies**
- Print Runs (circulation) 20k - 50k copies
Add **2%** or a minimum **750 copies**
- Print Runs (circulation) > 50k copies
Add **1.5%** or a minimum **1000 copies**

NOTES:

*Format Fold for Press Finish/Tabloid Inserts - Crash Fold = Quarterfold = Folded in half.

Single sheet inserts are counted as two (2) pages.

Cards and envelopes - by application to the print site.
Test samples will be required.

ACM INSERTS PACKAGING & DELIVERY INSTRUCTIONS

1.1. Pallet specifications

Pallets when delivered will be stored in a racking system on most sites. These racks have limitations in respect of pallet size and weight. Inserts not adhering to these specifications cannot be stored and will be rejected.

All inserts must be loaded on pallets, 1165 mm by 1165 mm in size. (Some exclusions/conditions apply to the use of CHEP pallets; please see section 1.1.1 for more detail). These pallets must meet Australian standards. Pallets with damaged or missing timber or protruding nails cannot be used.

The total pallet load cannot exceed 1000kgs.

The total height of a pallet load cannot exceed 1100mm.

The insert load must not overhang the pallet.

Metal strapping used for packaging and securing pallets is unacceptable.

Australian Community Media Print Site,
Tamworth / Print Leader NSW

Australian Community Media Print Site,
Launceston TAS

Plain pallets are preferred for all commercial inserts.
No CHEP account – exchange only.

Plain pallets are preferred for all commercial inserts.
No CHEP account – exchange only.

1.2. Packaging specifications

Place protective material (e.g. thick cardboard, etc.) on bottom of the pallet base, between every second or third tier depending on height 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 the same size as pallet base should be placed over the top sheet of protective material. This cover must not distort the stack under strapping pressure. (Refer Appendix A for examples of Correct and Incorrect Packaging)

Each turn (lift) should be 100 - 120mm in height regardless of page size. Protect the spine of the insert by turning it towards the centre of the pallet. The inserts must remain flat.

This is to prevent movement during transport. Bundle strapping must not damage the copy. Individual bundles must not be plastic wrapped or shrink wrapped.

Bundles of inserts must weigh less than 10 KG.

Prior to shrink-wrapping pallets, **ensure corners of the stack are protected against distortion** and a minimum of 4 nylon or plastic strapping bands are used to secure the stack.

1.2.1. Pallet specifications for boxes and cartons

Inserts in boxes will be accepted by, Australian Community Media Print Sites.

1.2.2. Pallet Labels / Tags

It is important that all pallets are labelled clearly with the following information.
[See Appendix B](#)

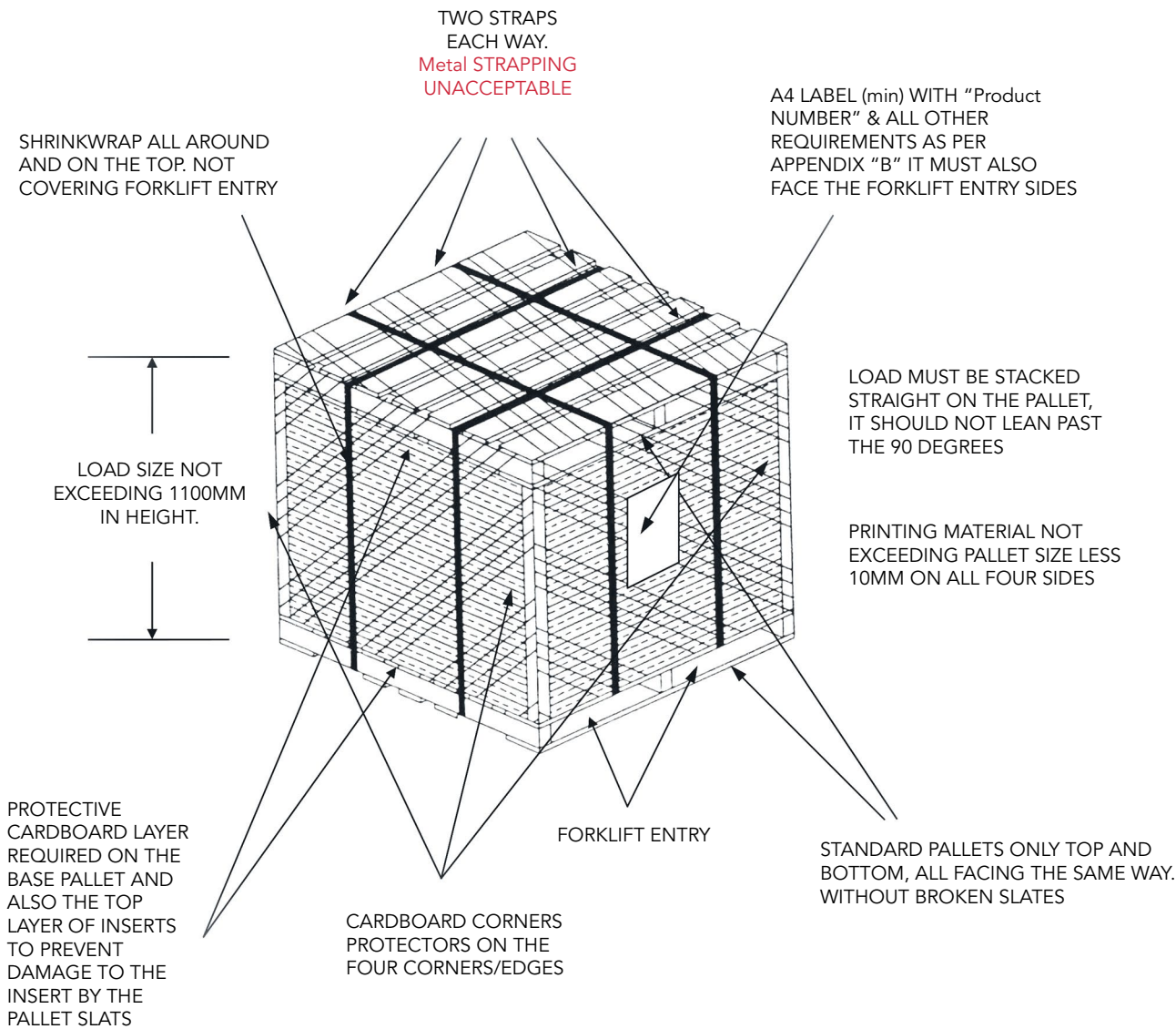
1.2.3. Pallet Break Down

Any pallet containing inserts for more than one publication or insert must provide a break down. This must be displayed on every pallet A4 or larger.

This must include the following;

1. Newspaper title/s
2. Insert name
3. Insert date/s
4. Quantity Inserting
5. Reference number provided by the insert production department
6. Total number of inserts shipped
7. Total number of pallets shipped
8. This pallet is number "x" of "y"

Appendix A



Appendix B

Australian Community Media PALLET TAG

Newspaper

Product Name

Insert Run / Print Date

Newspaper Edition Date

Product Code / Identifier /
Pallet Tag number

Total Number of Inserts Shipped.....

Number of Inserts on this Pallet.....

Total Number of Pallets Shipped.....

This Pallet is Number.....

Number of Copies per Lift.....

Inserts Printed By.....



AUSTRALIA

INSERTS DEADLINES & CONDITIONS

INSERT SPECIFICATIONS

TABLOID/BROADSHEET INSERT SIZE SPECIFICATIONS

Maximum size = 390mm x 285mm

Pagination = 48 pages

Note: This is the maximum acceptable size, please confirm all other sizing with your account manager at the time of booking
Bundles / boxes must be consistent in size, not weigh more than 10kg.

Note: These are minimum and maximum sizes, please see chart for detailed minimum and maximum paper stock information and confirm all other sizing with your account manager at time of booking

- Bookings are subject to availability, please check availability prior to submission of booking.
- All quantities need to be validated within calculator, exceptions need to be approved with state insert coordinators.
- Selection by suburb available.
- Concertina folded inserts are not accepted.
- Bundles / boxes must be consistent in size, not weigh more than 10kg.

GENERAL SIZING

TABLOID & BROADSHEET

Sizing	Dimensions (Height x Width)
Minimum Size	200mm x 180mm
Maximum Size	390mm x 285mm

310 GLOSS MAGAZINE

Sizing	Gloss Magazine (Height x Width)
Minimum Size	150mm x 105mm
Maximum Size	297mm x 242mm

COMPACT TABLOID

Sizing	Compact (Height x Width)
Minimum Size	200mm x 180mm
Maximum Size	310 mm x 285mm

350 TABLOID

Sizing	Compact (Height x Width)
Minimum Size	200mm x 180mm
Maximum Size	340mm x 285mm

SIZE LIMITS

Townsville	
Minimum Size (Height x Width)	180 x 200mm
Maximum Size (Height x Width)	390 x 285mm

Yandina	
Minimum Size (Height x Width)	210mm x 148mm (if smaller please check with Insert Manager)
Maximum Size (Height x Width)	390mm x 285mm

Chullora	
Minimum Size (Height x Width)	210mm x 148mm (if smaller please check with Insert Manager)
Maximum Size (Height x Width)	390mm x 285mm

Melburne PC	
Minimum Size (Height x Width)	210mm x 148mm (if smaller please check with Insert Manager)
Maximum Size (Height x Width)	390mm x 285mm

Adelaide PC Mile End	
Minimum Size (Height x Width)	210mm x 148mm (if smaller please check with Insert Manager)
Maximum Size (Height x Width)	390mm x 285mm

INSERTS ACCEPTABLE SIZES & CONDITIONS

ACCEPTABLE INSERTS

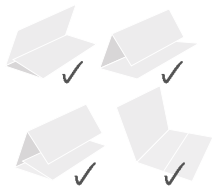
All paper weight specifications are the minimum acceptable. Please see following page for detailed information on acceptable sizes and stock weights.

TABLOID INSERTS

Four and eight page tabloid products, less than 100 gsm, must be quarter folded. Prior to acceptance tabloid products must be inspected to determine whether a quarter fold is required. Maximum size is 390mm deep x 285mm wide.



Acceptable folds



Unacceptable folds



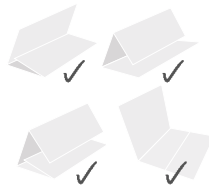
No single spine.
Uneven stack height
will cause jamming.

COMPACT TABLOID INSERTS

Four and eight page tabloid products, less than 100 gsm, must be quarter folded. Prior to acceptance tabloid products must be inspected to determine whether a quarter fold is required. Maximum size is 310mm deep x 285mm wide.



Acceptable folds



Unacceptable folds



No single spine.
Uneven stack height
will cause jamming.

CARD AND ENVELOPE INSERTS

Cards and envelope inserts should be stacked flat in cartons with no turns. Packing should be used to fill gaps in rows. The weight of the carton should not exceed 10kg. The cartons should then be palletised and strapped as per palletising illustration.

MAXIMUM INSERT THICKNESS

The normal acceptable size (pagination) is 48 pages. Acceptance of inserts above this size will require consultation with the Publishing Manager.

USE OF UNSUITABLE PRODUCTS

A product which has been delivered after deadline or does not meet the required specifications may not be inserted. Faulty products will be referred to clients for clearance prior to inserting.

STAPLED INSERTS

Inserts less than 24 pages should not be stapled; a glued spine is the preferred option. Any insert that is stapled must have the staples firmly attached so they are not able to pull free and jam up the equipment. If staples are used they must not exceed the thickness of the product and be placed perfectly within the fold of the product.

UNUSUAL INSERTS

Any card, envelope, perforated insert, stickers, part fold backs, index folds or steps, or other insert material of an unusual nature, will require a dummy sample of the product to be viewed by the Publishing Manager prior to acceptance.

Testing of unusual products may be required, a minimum of 500 samples will be required, 6 weeks in advance of intended publication date.

Inserts containing metal or sharp objects, such as keys, coins, razor blades etc, will not be accepted.

Clients are advised to seek assurance from printers that gloss surfaces will not be sticky or compacted into unmanageable bricks. Excessive slip may affect the insertion or retention of the insert into the paper.

INSERTS PACKAGING & DELIVERY

PACKAGING

- Full packaging and delivery instructions must be supplied to the commercial printer. Please provide printer's name, address and phone number to your News Limited representative.
- Inserts are to be turned so that the minimum turned height is 100mm (as per illustration). Spine of the insert to be packed all the one way within a bundle or turn.
- Bundles must contain a maximum of one turn with a maximum bundle weight of 10kg.
- Boxes or cartons for packing should only be used at publishing managers request if neat bundles can not be achieved. If packed in cartons inserts should be stacked flat with no turns. The weight of the carton should not exceed 10kg.
- Pallets should be Australian standard size 1165mm x 1165mm and in good condition, without loose or broken timbers.
- Maximum height of pallet to be 1200mm including pallet runners and the maximum weight not to exceed 1000kg.
- 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.
- 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.

- A solid piece of wood, the same dimensions as the base of the pallet, should be placed on top of the stacked bundles to prevent strap damage.
- Inserts are to be stacked squarely on pallets with cardboard corners and shrink wrapped.
- Outside edges should be vertically even and the inserts should be stacked so that they do not protrude beyond the limits of the pallet.
- The pallets should be strapped four ways as per the following illustration.
- The pallet should be wrapped in plastic with cardboard corner protection and shrink wrapped for further protection.
- The Publisher reserves the right to refuse inserts which have been damaged in the process of printing, packaging and transportation.

DELIVERIES

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

- The name of insert and key number or code if available.
- The total number of pallets for delivery.
- The total amount of copies on each pallet.
- The number of pallets on each vehicle.

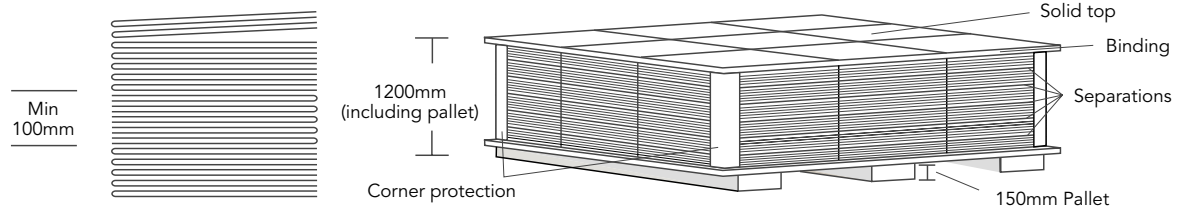
- When more than one delivery is used the last docket is to be marked 'final'.

A product which has been delivered after deadline or does not meet the required specifications may not be inserted. Faulty products will be referred to client prior to inserting.

PALLET IDENTIFICATION - PALLET TAGS

The pallets must have shown on at least two sides, the following information:

1. Client name
2. The name and address of the company and the publication concerned.
3. The publication issue, insertion date or other details for further identification.
4. The estimated weight of the pallet.
- 5 Total supplied quantity.
6. Individual pallet quantity.
7. Total number of pallets in consignment.
8. State deliveries - pallet delivery must specify region or state component.
9. State component of insert run must be stacked on pallets separate to NSW supply and marked accordingly.



ive

DELIVERY - INSERT DELIVERY SPECIFICATIONS

PALLET IDENTIFICATION & REQUIREMENTS

Please ensure that the IVE Insert Delivery Label is filled in correctly with all relevant job information.

In addition to this, all inserts must be packed and delivered to the below requirements.

- Bundles/boxes must be consistent in size & quantity and not weigh more than 10kg.
- All loose bundles must be cross strapped when not packed in cartons. The strapping must be such that it does not in any way damage the bundle.
- Sachets must be packed with flat separators, in a uniform direction, securely and in shallow cartons <100mm deep.
- Bundles turns must be no less than 75mm and no greater than 120mm.
- Use good quality hardwood plain pallets. Stock arriving on CHEP Pallets will be rejected.

Outside edges should be vertically even and the inserts should be stacked so they do not protrude beyond the limits of the pallets. Inserts must arrive at IVE UNDAMAGED in any way.

Inserts/Onserts/Tip-Ons must be kept as flat as possible at all times to ensure that wrinkles, creases and any other distortions are eliminated.

Pallets must be palletised top and bottom with corners..

The pallet should have a solid piece of wood the same dimensions as the base pallet placed on top of the stacked bundles to prevent damage.

Finally the pallet should be plastic / shrink wrapped.

Pallets which do not meet the above criteria may not be inserted and may result in additional costs to the customers.

It is preferable that pallets should be of Australian Standard Size 1165mm x 1165mm and in good condition.

The maximum combined weight of the pallet and the Inserts/Onserts/Tip-Ons MUST NOT exceed 1000kg.

DELIVERY - INSERT SPECIFICATIONS

All inserts, onserts and tip-ons must be correctly labelled with the IVE Insert Delivery Advice

All inserts, onserts and tip-ons delivered must have the minimum information as follows;

- Description
- Quantity
- Publication Name
- Publication Issue and Date

Any inserts, onserts and tip-ons that do not have this information will not be accepted.

In the event when the same insert is supplied for more than one magazine, it is imperative they are clearly labelled and packed separately. Do not stack together on one pallet.

All inserts, onserts and tip-ons are required to be delivered to IVE no later than 72 hours prior to insertion. In special circumstances inserts, onserts and tip-ons can

be delivered less than the specified 72 hours, however this MUST be arranged directly with your CSR.

No inserts, onserts or tip-ons should be delivered earlier than 4 weeks prior to production.

All inserts, onserts and tip-ons should be packed in cartons, with spines stacked the same way.

If not in cartons, then bundles must be even, with outside edges vertically even.

Do not turn in bundles as this will incur additional charges and extra time for double handling at IVE.

If the format determines the product must be turned, the minimum height of each turn is 75mm, maximum 120mm.

Pallets should be shrink wrapped, with top and bottom corners in place and have a timber board on the top of the pallet.

Inserts, onserts and tip-ons that arrive in an unsuitable condition may be excluded from the production run.

Should time permit to correct the condition (after client consultation) a charge to correct the condition may apply.

Allow a minimum of 3% over's for all supplied inserts, onserts and tip-ons.

Unless notified in writing prior to production, any insert, onsert or tip on left over will be disposed of immediately at the completion of the job.

GENERAL NOTES

Allow a minimum of 3% over's for all supplied inserts/Onserts/Tip-Ons.

Unless notified in writing PRIOR to production, any Insert/Onsert/Tip-On left over will be disposed of immediately at the completion of the job.

CLIENT:	
IVE Job Number:	
INSERT FOR (Magazine Title):	
ISSUE:	
INSERT NAME:	
INSERT SIZE - Dimensions (d) x (w):	
NUMBER OF PAGES:	
NUMBER OF COPIES PER LIFT / BUNDLE / BOX:	
NUMBER OF INSERTS ON THIS PALLET:	
TOTAL NUMBER OF INSERTS SUPPLIED:	
TOTAL NUMBER OF PALLETS SUPPLIED:	
DELIVER TO:	IVE Print - Web Offset RECEIVING UNIT 3, 83 DERBY ST SILVERWATER NSW 2128
IVE CONTACT:	AM/SALES/CSR

ive

PREPRESS FILE SPECIFICATIONS

GENERAL SPECIFICATIONS

PDF files to be supplied for all jobs to be produced at IVE.

Only supply files that are required for the job to be printed.

All pages to be supplied as single pages. Double page spreads are to be supplied as single pages.

If pages are to appear upside down or flipped, then files are to be supplied to correct orientation.

INSERTS

Minimum Insert Size:	135mm x 90mm wide
Maximum Insert Size:	Insert must be 10mm smaller than magazine trim size on all sides (spine, foreedge, head and foot) i.e. Product trim size of 297mm x 210mm, maximum insert size is 277mm x 190mm.

Final Product Size that can be inserted

Minimum Product Size:	210mm x 148mm
Maximum Product Size:	370mm x 315mm

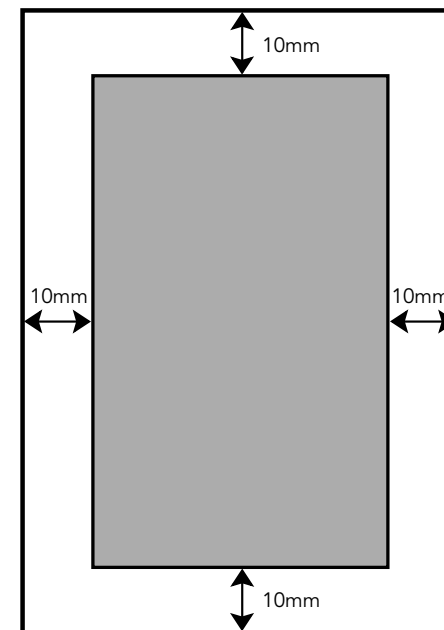
WEIGHT OF PAPER

	Minimum	Maximum
Single sheet	120gsm	250gsm
4 page	120gsm	250gsm
6 page	80gsm	200gsm
8-32 page	45gsm	115gsm

PLEASE NOTE

1. Folded inserts must have a closed edge with correct orientation to allow for mechanical insertions.
2. It is not possible to mechanically insert a concertina fold or "Z" fold product, as these do not have a closed edge.
3. Up to 3 loose inserts can be inserted into a stitched product. They will all be positioned together in the one spot, randomly within the text sections.

4. If the inserts are to be positioned between the front cover and first text page, then the job must knock to the foot. If the inserts are to be positioned between the back cover and last text page, then the job must knock to the head.
5. Samples of all proposed inserts should be submitted to your Customer Service Representative for checking prior to confirming insertion.



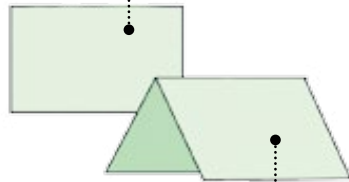
Insert must be 10mm smaller on all 4 sides than the product it is to be inserted into.

WAN

SPECIFICATIONS FOR MACHINE INSERTION OF PRE PRINTED INSERTS

Minimum size

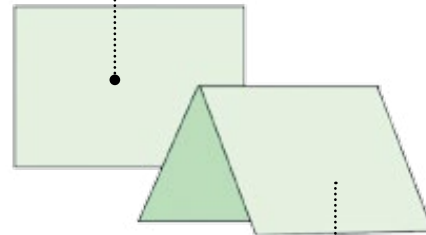
Single sheet
200 x 135mm (135gsm)



Single fold
200 x 135mm (80gsm)

Maximum size

Single sheet
375 x 289mm (180gsm)



Single fold
375 x 289mm (130gsm)

Unacceptable folds



Acceptable folds



UNUSUAL INSERTS

Cards, envelopes, perforated inserts or other insert material of an unusual nature, dimension or fold will require a dummy sample, or the product will need to be viewed by the Publishing Manager prior to acceptance.

Inserts containing metal or sharp objects, such as keys, coins, razor blades, etc will not be accepted. Products such as stickers, part fold backs, index folds or steps, must be tested prior to acceptance.

For testing of unusual or unspecified products, a minimum of 500 samples will be required.

Clients are advised to seek assurance from their printers to ensure that gloss surfaces will not be sticky or compacted into

unmanageable bricks. Excessive slip may also affect the insertion or retention of the insert into the paper.

TABLOID INSERTS

Four and eight page tabloid products, less than 100gsm, must be quarter folded. Prior to acceptance tabloid products must be inspected to determine whether a quarter fold is required. Maximum tabloid size is 405mm deep x 289mm wide.

CARD AND ENVELOPE INSERTS

Cards and envelope inserts should be stacked flat in cartons with no turns. Packing should be used to fill gaps in rows where practical.

The weight of the carton should not exceed 16kg.

The cartons should then be palletised in the method shown later in this information.

MAXIMUM INSERT THICKNESS

The normal acceptable size (pagination) is 48 pages (stock weight depending). Acceptance of inserts above this size will require consultation with the Publishing Manager.

BINDING

Inserts of less than 32 pages should not be stapled. 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.

THE WEST AUSTRALIAN

Production Complex
54 Hasler Road, Osborne Park, 6017

BOOKINGS:

Tel: (08) 9482 3569
Fax: (08) 9482 9081

SPECIFICATIONS FOR MACHINE INSERTION OF PRE PRINTED INSERTS

DELIVERY DEADLINE

Inserts for *The West Australian* daily must arrive five working days prior to publication date.

CONSEQUENCES OF LATE DELIVERY OR THE SUPPLY OF UNSUITABLE PRODUCTS

Additional costs to the customer will apply if delivery deadlines are not adhered to or agreed to by the Publishing Manager.

A product which has been delivered after deadline or does not meet the required specifications may not be inserted. However all endeavours will be made to insert as planned.

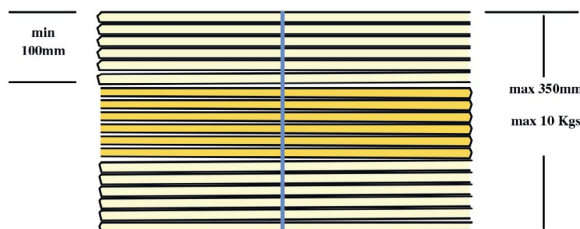
Details of faulty products and any subsequent impact on the inserting plan will be relayed to the client.

PACKING SPECIFICATIONS

The printer must ensure that all inserts are free from 'set off' and that ink is dry.

Inserts must be kept as flat as possible at all times, with tight folds and free from rolled edges, wrinkles or other distortions.

Inserts are to be turned in 50s, 75s or 100s within a bundle, so that the turned height is at least 100mm as per illustration.



Bundles should be strapped from top to bottom as shown above, using a single tie only (the wider the strapping the better). The tension of the strapping should not in any way damage the bundle.

PALLETS

Pallets should be wrapped in plastic or shrink wrapped for further protection against the elements and to avoid product shifting during transportation.

Pallets should be Australian standard size, 1165mm x 1165mm, and be in good condition, with no loose or broken timbers.

Maximum height of pallets to be 1200mm, including runners. The maximum weight is not to exceed 1000kg.

Minimum runner height of pallet to be 100mm to allow for handling by forklift or hand truck.

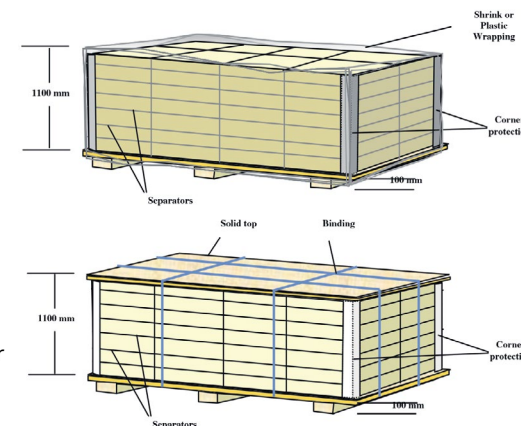
The use of a sturdy piece of cardboard at even intervals throughout the stack will help keep the inserts flat and avoid shifting during transportation.

Gaps between bundles on the pallet should be kept to a minimum and filled with packing where practical.

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.

As an alternative to pallet wrapping, a solid piece of wood, the same dimensions as the base of the pallet, can be placed on top of the stacked bundles to prevent strap damage. The pallets should be strapped four ways as shown in the following illustration.



PALLET IDENTIFICATION

The pallets must have shown on at least 2 sides the following information:

- Name of the publication for which the insert is intended.
- Client's name and address.
- Supplier's name and address.
- Issue date and distribution requirements, i.e. Full run, Metro only, Country only or random insert and other details for further identification. (Quantity)
- The estimated weight of the pallet.

DELIVERIES

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

- The name of insert and key number or code if available.
- Product dimensions and GSM.
- The total number of copies on each pallet.
- The total number of pallets for delivery.
- The total number of pallets on each vehicle.

When more than one delivery is used the last docket is to be marked 'FINAL'.

INSERTS TO BE DELIVERED TO:

Herdman Print Centre, 54 Hasler Road, Osborne Park, Perth, WA 6017

Attention: The Publishing Manager
Please advise delivery date and time.

Production Enquiries should be directed to the
Publishing Manager – Tel: (08) 9482 9960

SPECIFICATIONS FOR MACHINE INSERTION OF PRE PRINTED INSERTS

PUBLISHER'S CONDITIONS

All inserts and AdNotes are subject to the approval of the publisher, who reserves the right to refuse any material considered unsuitable for publication.

While every effort will be made to publish inserts and AdNote as ordered, no liability can be accepted for misplacement or omission.

The publisher does not guarantee and will not be held responsible for poor response to a product.

The advertiser warrants there is nothing misleading or deceptive in the insert or AdNote material submitted for publication, it does not contravene any Federal or State advertising laws or advertising industry codes, and its content is lawful in all respects.

Both the advertising principal and the advertising agency agree to indemnify West Australian Newspapers Ltd against any liability or potential liability for any penalty, damages, costs, claims, liability (including liability for legal costs on an indemnity basis) or otherwise arising from publication of the insert or AdNote.

The publisher reserves the right to abort insertion of the products under specification if it disrupts production. No liability will be accepted by the publisher for any loss which may arise from the partial or total omission of an insert or AdNote or from any delay, error or other fault on the part of the publisher.

INSERT SUBSTANCE WEIGHT AND SPECIFICATIONS

DESCRIPTION	SUBSTANCE WEIGHT (GSM)		DIMENSIONS (MM) SPINE FIRST	
	MAXIMUM	MINIMUM	MAXIMUM	MINIMUM
Single sheet	180	135	375 x 289	200 x 135
4-6 pages	130	80		
8-10 pages	120	65		
12-16 pages	100	65		
18-24 pages	80	45	405 x 289	260 x 180
26-48 pages	65	42		
> 48 pages	Please contact the Publishing Department.			