

ACM

INSERT GUIDE

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

Name	Number	Email	Can assist with
Alanna Carstairs	0407 427 183	acarstairs@austcommunitymedia.com.au	Production Office: Provide Work Tickets for each job. ALL job information. Special Pub print orders - Insert Queries
		nr.production@austcommunitymedia.com.au	
Damien Wouda	0413 561 861	dwouda@austcommunitymedia.com.au	Circulation & Distribution
Marcel Roncken	0427 221 752	mroncken@austcommunitymedia.com.au	IT: File naming/ page transfer FTP issues
Brett Thomas	0475 979 570	brett.thomas@austcommunitymedia.com.au	Print Support & Special Publications
Fulfilment	1300 133 984	fulfilment@austcommunitymedia.com.au	Inserts, Idiary and Paging

News Corp

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- > [ACCEPTABLE SIZES & CONDITIONS](#)
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MPS

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- > [Specification](#)
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SPC

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EXTERNAL

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- › Burnie Advocate
- › Launceston Examiner
- › Launceston Sunday Examiner
- › PREPRINT Launceston Examiner & Burnie Advocate
- › REAL ESTATE GUIDE Burnie Advocate (Thurs)
- › REAL ESTATE GUIDE Launceston Examiner (Thurs)
- › MONTHLY Senior
- › MONTHLY Tasmanian Farmer
- › Special Publications

MEDIA INSERTS & CONTACTS | LAUNCESTON

Site Contact for Inserts	Peter Casey: 0401 558 589 Wayne Grant: 0458 813 087
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 14 to 17 for all Newcorp general insert conditions.

*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)

HOBART
DBL Publishing,
31 Innovation Drive,
Dowsing Point,
TAS 7010



Wayne Grant - Production Leader
Email: wayne.grant@news.com.au
Phone: 0458 813 087

Matt Richards - Operations Leader
Email: matthew.richards@news.com.au
Phone: 0435 964 202

Peter Casey - Site Leader
Email: peter.casey@news.com.au
Phone: 0401 558 589

Michael Safranek - Team Leader
Email: michal.safranek@news.com.au
Phone: 0415 135 196

- › Smart Farmer (monthly)
- › Stock Journal
- › Special Publications
- › The Senior SA

MEDIA INSERTS & CONTACTS MILE END	
Site Contact for Inserts	gavin.richards@news.com.au darren.adcroft@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 14 to 17 for all Newcorp general insert conditions.
<p>Minimum Insert size A5 210d x 148w*</p> <p>* 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 diary about this..</p>	Maximum Insert size 390d x 285w

MILE END MEDIA

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



(08) 8206 3224

Tony Truscott - Site Leader

Email: anthony.truscott@news.com.au
Phone: 0422 932 321

Gavin Richards - Production Leader

Email: gavin.richards@news.com.au

- › Australian Cotton and Grains
- › Queensland Country Life
- › QLD Ag Trader
- › Special Publications
- › The Senior - QLD

MEDIA INSERTS & CONTACTS YANDINA	
Site Contact for Inserts	customersuccesteam@news.com.au yandina.commercial@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 14 to 17 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

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



Danny O'Brien - Site Leader
T 0403 357 729
E danny.obrien@news.com.au

Chris De Vere - Production Leader
T 0434 651 952
E christopher.devere@news.com.au

- › The Senior Vic
- › Stock and Land
- › The Ballarat Courier
- › The Bendigo Advertiser
- › Warrnambool Standard
- › Ballarat Real Estate
- › Bendigo Real Estate
- › Warrnambool Real Estate

MEDIA INSERTS & CONTACTS MPS	
Site Contact for Inserts	Dave Clarke: mpcinserts@news.com.au + mpc.scheduler@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 14 to 17 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



Katie Neville - Site Leader
katie.neville@news.com.au
M +61 430 372 201

Dave Clarke - Scheduling Leader
mpcinserts@news.com.au

MEDIA INSERTS & CONTACTS | TOWNSVILLE

› North Queensland Register

Site Contact for Inserts	Matt Richards: matthew.richards@news.com.au Mark Saunders: 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 14 to 17 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



Matt Richards - Site Leader
matthew.richards@news.com.au
M 0435 964 202

› Katherine Times

MEDIA INSERTS & CONTACTS DARWIN	
Site Contact for Inserts	Mark Breed mark.breed@news.com.au 0419 688 973
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 14 to 17 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

<ul style="list-style-type: none"> > Ag Trader Monthly > Bay Post > Bega District News > Blue Mountains Gazette > Central Western Daily > Central Western Real Estate > Cotton & Grain > Daily Liberal > Goulburn Post > Great Lakes Advocate > Hunter Town & Country > Illawarra Mercury > Illawarra Real Estate > Lithgow Mercury > Maitland Mercury > Manning River Times > Mudgee Guardian > Newcastle Herald > Newcastle Herald Real Estate > Port Macquarie News > Port Stephens Examiner > Port Stephens Real Estate > South Coast Register (Nowra) > St George Leader > Southern Highlands News > Special Publications > Sunday Canberra Times > Sutherland Leader 	<ul style="list-style-type: none"> > The Armidale Express > The Canberra Times > The Canberra Times Sunday > The Land > The Macleay Argus > The Northern Daily Leader > The Northern Daily Real Estate > The Senior NSW/ACT > The Singleton Argus > Western Advocate
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MEDIA INSERTS & CONTACTS CHULLORA	
Site Contact for Inserts	nsw-inserts@news.com.au + ian.ford@news.com.au
Max available Commercial Insert Slots*	3 - 4th may be avail. 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 14 to 17 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 – Production Leader
M +61 401 135 173
brett.cleary@news.com.au

Brett Adams – Site Leader
M 0427 432 990
E brett.adams@news.com.au

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

IVE (MELBOURNE) **ive**

Tabloid, Small Tabloid, Quarterfold, Bespoke sizes | Heatset

› Australian Dairyfarmer

› 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.

[See pages 18 to 20 for all IVE general insert conditions.](#)

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



Maria Stickels - Production Services Manager
Maria.Stickels@ivegroup.com.au
M +61 438 426 369 | D +61 3 9229 3319

Mike Long
Michael.Long@ivegroup.com.au

Plateroom webstar.prepress@ivegroup.com.au

Tabloid, Small Tabloid, Quarterfold, A5, Commercial Printing, Special Publications | Heatset |

- › ALFA Lotfeeding
- › Special Publications

MEDIA INSERTS & CONTACTS SILVERWATER	
Site Contact for Inserts	Shashi Janson: 02 9288 1704 Nic Overend nic.overend@ivegroup.com.au
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	See pages 18 to 20 for all IVE general insert conditions.
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



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

Plateroom webstar.prepress@ivegroup.com.au

MEDIA INSERTS & CONTACTS WAN	
Site Contact for Inserts for THE SENIOR WA-----	gary.illing@wanews.com.au + elizabeth.mihaljevich@wanews.com.au + production@colourpress.com.au
FOR FARM WEEKLY INSERTS-----	FUJIFILM James Hall 08 9379 6954 james.hall.rh@fujifilm.com DANIELS Alan O'Neil 08 9204 6800 alan@danielspc.com.au
Max available Commercial Insert Slots	6 without pre-prints
Max Number of Preprinted Internal Products/Unwinds	6 without commercial inserts
Delivery Deadline for Commercial Inserts	5 working days prior to publication
Hand Inserting	Possibly - refer to site
Notes	See pages 21 to 23 for WAN specs page for The Senior The distribution of Farm Weekly is split across two distribution centres: FUJIFILM & DANIELS Printers. 8000 copies total, split 4600 to Fujifilm, and 3400 to Daniels
For Farm Weekly Insert Specs contact Trevor Emery @ trevor.emery@farmweekly.com.au	For Farm Weekly Insert Specs contact Trevor Emery @ trevor.emery@farmweekly.com.au

WAN

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

FUJIFILM Data Management Solutions,
Goods Inwards, Wood Street, Bassendean WA 6054.
DANIELS PRINTING, 10 Walters Drive, 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

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

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

MEDIA INSERTS & CONTACTS | ALBURY

Site Contact for Inserts	Peter Brown: 02 6024 0573 peter.brown@newsprinters.com.au dispatch@newsprinters.com.au + orders@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
^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

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



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

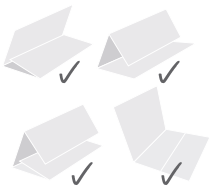
All paper weight specifications are the minimum acceptable. Please see following page for detailed information on acceptable sizes and stock weights.

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



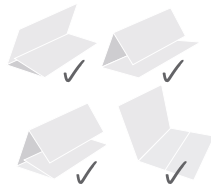
No single spine.
Uneven stack height
will cause jamming.

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.

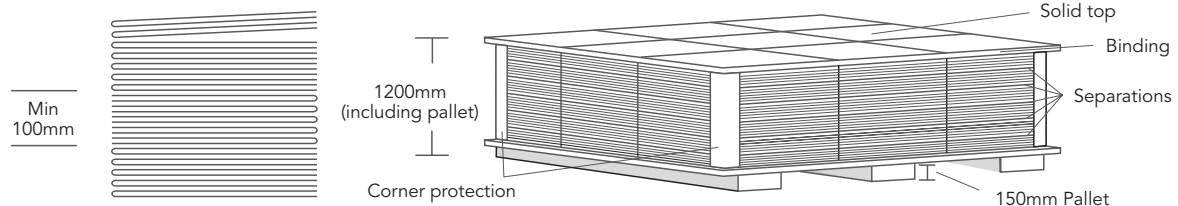
- When more than one delivery is used the last docket is to be marked 'final'.

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% overs 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

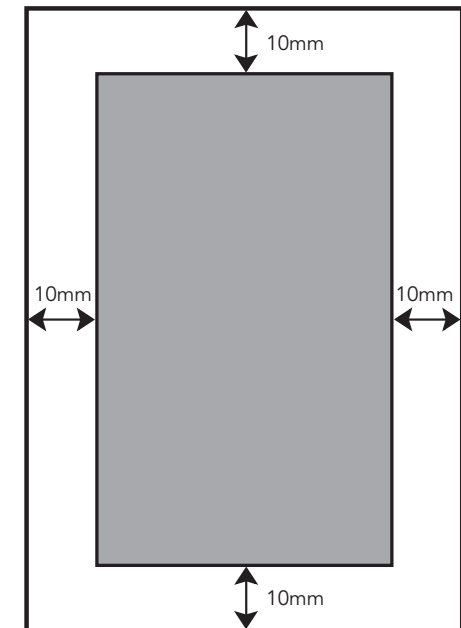
WEIGHT OF PAPER

	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.



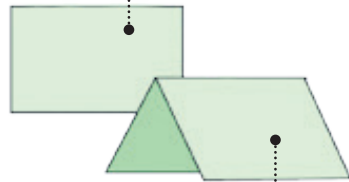
Insert must be 10mm smaller on all 4 sides than the product it is to be inserted into.

The West Australian

SPECIFICATIONS FOR MACHINE INSERTION OF PRE PRINTED INSERTS

Minimum size

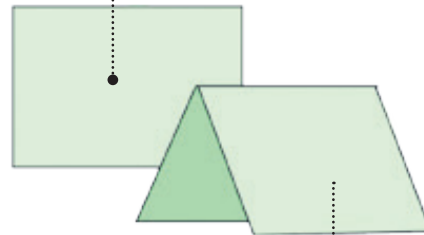
Single sheet
200 x 135mm (135gsm)



Single fold
200 x 135mm (80gsm)

Maximum size

Single sheet
375 x 289mm (180gsm)

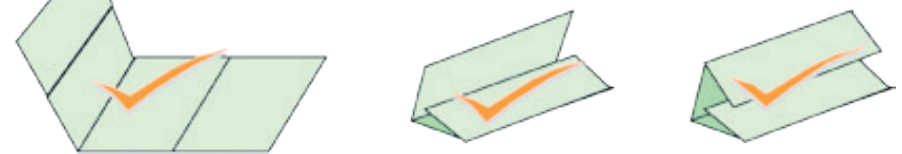


Single fold
375 x 289mm (130gsm)

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

PRODUCTION ENQUIRIES:

Tel: (08) 9482 9941
Fax: (08) 9482 9025

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.

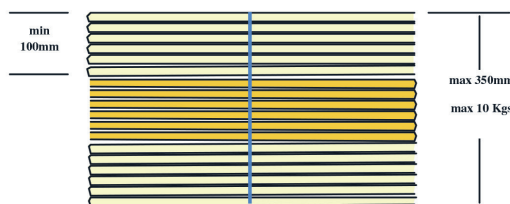
Details of faulty products and any subsequent impact on the inserting plan will be relayed to the client.

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.

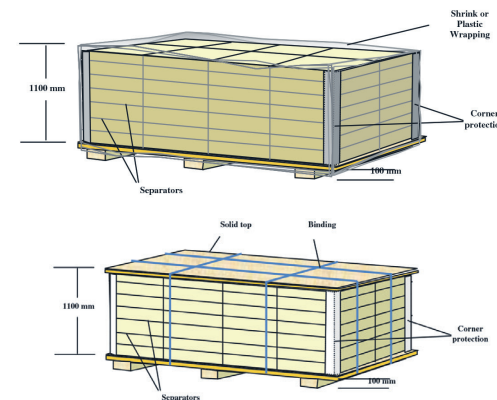
The use of a sturdy piece of cardboard at even intervals throughout the stack will help keep the inserts flat and avoid shifting during transportation.

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:

Herdsmen 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 9994



The West Australian

The Weekend West

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.			