

APN Print Australia – Insert Specifications

Contents and key areas

1. Bookings
2. Insert product specifications
 - a. GSM and Pagination
 - b. Folds and formats
3. Placement of inserts and other limitations
4. Zoning
5. Delivery documentation
6. Packaging

Introduction

The specifications outlined in this document have been prepared to help ensure your insert achieves the best possible result through mechanical inserting equipment at all regional APN Print sites. To maintain quality and operational efficiency APN Print require set parameters in order to meet publication deadlines. Inserts that are out side of manufacturers specifications can create delays and in some instances damage equipment. To reduce the risk of late delivery and to ensure that products reach their markets in time APN Print have created a set of insert specifications to maintain the time constraints of a newspaper press and production facility.

1) Bookings

- Inserts received by APN Print which do not comply with initial booking details are subject to re – evaluation of acceptance. Approval is required by the print manager
- Insert bookings must be received a minimum of 7 working days prior to publication date. Insert material specifications (# of pages, grammage and dimensions) must be provided with the booking
- Inserts must be received at a minimum of 3 working days prior to insertion date
- Inserts must be delivered to individual sites as per break-down of Masthead requirements
- A product which has been delivered after deadline may not be inserted unless agreed on in advance by APN Print
- APN booking system - Cybersell (Booking Form) - please include the following information at the initial booking
 - Number of pages
 - Insert identification number / Key Number
 - Caption or Slug line that will appear on the insert (\$5.95 Mega Sale)
 - Clear information from the Sales Rep regarding insert differences for different publications.
 - Any additional information required to better identify the material upon arrival at the print site.

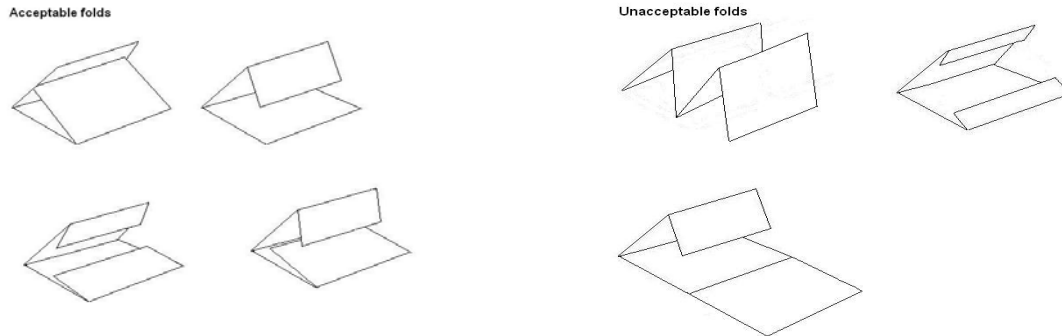
2a) Insert Grammage (GSM) and pagination

Due to automated insert equipment APN Print have limitations on minimum / maximum sizes and material grammage. Inserts that are below specification limit the productivity of our facility leading to delays in distribution.

SPECIFICATION	SINGLE PAGE		MULTIPAGE	TABLOID
	UNFOLDED	FOLDED		
Minimum Size	165 x 157mm	165 x 157mm	165 x 157mm	n/a
Maximum Size	298 x 280mm	298 x 280mm	360 x 280mm	n/a
Minimum Grammage	100	80	52	45
Maximum Grammage	170	130	100	75
Minimum Pages	n/a	n/a	6 printed pages	8 (52GSM) unfolded 16 (45GSM) unfolded
Maximum Pages	n/a	n/a	36 printed pages	36 printed pages

2b) Insert folds / Insert formats

DL Size and A5 inserts: This product **MUST** be printed on equal to or greater than 100GSM. APN Print needs to approve the product format before booking. Material must be packed into boxes and bundled in 50's or 100's. Inserts that don't meet listed specifications will be rejected in the first instance. Further consideration may be given to placing the insert if a minimum sample (500 inserts) is supplied and tested at least 5 working days prior to publication. The outcome of this testing will determine the run ability. Should an insert cause significant delays or complications in production, APN Print reserves the right to terminate further insertion of this product.



Unusual Inserts

- Part fold backs, index folds, ribbons or steps will not be accepted as a rule
- No loose insert inside
- Any card, envelope, perforated insertion or any other insert material of an unusual nature, dimension or fold will require a dummy sample or the product to be viewed by the publishing department prior to the acceptance of the booking
- Any insert containing samples must be viewed by the publishing department prior to the acceptance of the booking
- Inserts containing metal or sharp objects, such as keys, coins, razor blades, etc cannot be accepted due to possible damage to machinery and likelihood of personnel injury

Tabloid inserts

- Four page tabloid products "must be quarter folded"
- Eight page tabloid products must be a minimum grammage of 52gsm – anything lighter must be quarter folded

Maximum insert thickness

- The nominal acceptable size is 24 pages for minimum size inserts (157mm x 165mm)
- As a general rule, the design of the insert (size, spine finish and substance weight) should not impede the rolling of the finished newspaper product, for the purpose of the home delivery

Binding

- It is preferable that inserts of less than 24 pages are not stapled. When using staples they should not exceed the thickness of and be placed perfectly within the fold of the product not less than 50mm from each end
- *A glued insert is preferred*

3) Placement and other limitations

Due to operational and mechanical inserting restraints APN Print can not guarantee placement of inserted material into specific sections of the paper. APN Print can not control the order in which inserts appear in the title.

4) Zoning

Due to operational time constraints we are limited to minimum and maximum zones in some publications which range from 4,000 to 60,000 copies. Increased volumes and tight deadlines for Saturday editions limit the amount of zones accepted as large paginations increase machine runtimes. All bookings and zone acceptance is at the approval of the relevant customer account manager. In special circumstances additional inserts will require a review of operational capacity and may incur additional costs to the publisher as well as the risk of possible delays to the publication.

Site	Limitations
Mackay	<ul style="list-style-type: none"> ▪ A minimum of 4,000 copies is required for any part insert with a run greater than 8,000 copies ▪ A minimum of 2,000 copies is required for any print run less than 8,000 copies ▪ No greater than 2 partial inserts on any given run
Rockhampton	<ul style="list-style-type: none"> ▪ Only full run/ scatter run inserts can be booked for Friday and Saturday publication dates ▪ Only 2 part inserts can be booked for any part insert day. (availability needs to be confirmed prior to booking) ▪ A minimum of 2000 copies is required for any part insert run
Bundaberg	<ul style="list-style-type: none"> ▪ Part inserts can be booked for any insert day. (Availability needs to be confirmed prior to booking) ▪ A minimum of 2000 copies is required for any part insert
Yandina	<ul style="list-style-type: none"> ▪ Only 1 part insert can be booked for any part insert day(availability needs to be confirmed prior to booking, 2 inserts maybe approved by insert co-ordinator if areas match other part inserts) ▪ A minimum of 10,000 copies or 50% of the circulation figure, whichever is lower, is required for any part insert run with a maximum of 4 zones per publication
Toowoomba	<ul style="list-style-type: none"> ▪ Part inserts can be booked for any insert day. (Availability needs to be confirmed prior to booking) While every care is taken to send inserts to correct zones we cannot guarantee that all inserts will go to designated zones ▪ Acceptable zones for The Chronicle are as follows: City run, Home delivery and Country ▪ A minimum of 10,000 copies is required for any part insert run
Ballina	<ul style="list-style-type: none"> ▪ Only full run inserts can be booked for Saturday and Wednesday publication dates ▪ Only 1 part insert can be booked for any part insert day. (Availability needs to be confirmed prior to booking) ▪ A minimum of 10,000 copies is required for any part insert run

5) Delivery documentation

In order to track and manage booked inserts APN Print require 2 key documents. These documents ensure the right material is collated into correct publications. Please note the following:

- Complete and detailed consignment and delivery docket information
- Complete and detailed pallet identification label information

Consignment Notes and delivery Dockets

APN Print requires the following information displayed on all inbound consignment notes and delivery dockets to confirm identify of material.

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

1. The name of insert and key number or code if available.
2. The total amount of copies on each pallet.
3. The number of pallets on each vehicle.
4. The total number of pallets for delivery.
5. When more than one delivery is used the last docket is to be marked "final".
6. Please notify of delivery date and approximate time.

Pallet identification (please see example below)

APN Print requires the following information printed on a label and presented on at least 2 sides of each pallet.

1. The name and address of the company and the publication concerned.
2. The publication issue and date of insertion or any other details for further identification.
3. The estimated weight of the pallet.
4. See sample label below.

Sample pallet label information

Newspaper: _____

Product name: _____

Number of Pages: _____

Publication date: _____

Total number of Inserts shipped: _____

Total number of Inserts on this pallet: _____

Total number of Pallets Shipped: _____

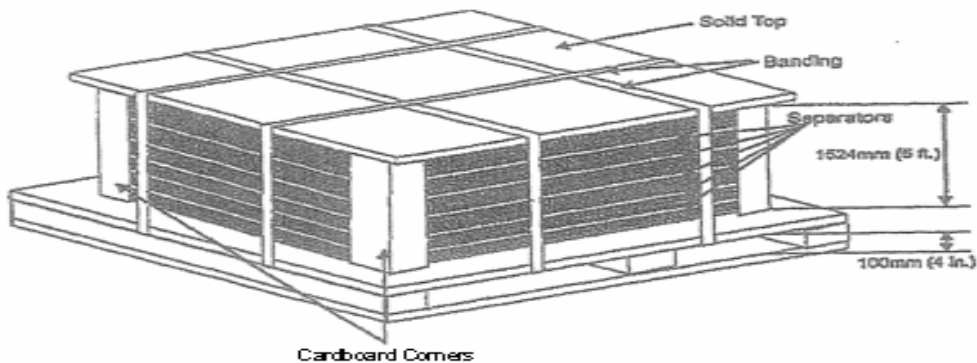
This Pallet is number: _____

Number of copies per lift: _____

Inserts printed by: _____

6) Packaging

All Regional APN Print facilities run automated insert equipment which require quality material to maintain productivity. Poor quality inserts affect machine run speeds and ultimately lead to missed publication deadlines. All inbound material will be inspected by APN print to ensure quality and any insert that is deemed damaged will not be accepted or signed for. APN Print require all pallets to be wrapped, securely fastened to the pallet with pallet straps, cardboard wrapped corners, securely wrapped in plastic and placed on a standard pallet.



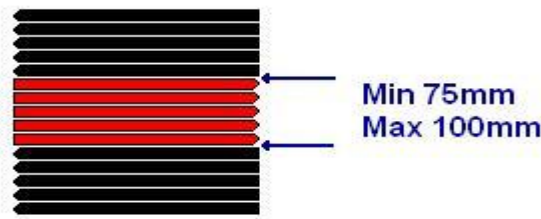
Packing specifications

It is the printer's responsibility and aim to deliver inserts to APN Print sites in good order. The following points will assist with this aim:

1. Bundles to be stacked on pallets with the front page of the insert facing down
2. The Printer must ensure that all inserts are free from "setoff", and that the ink is dry
3. Inserts must be kept as flat as possible at all times with tight folds and free from edges, wrinkles and any other distortions. Inserts received with rolled splines or loose stitching (staples) will be

rejected

4. Inserts are to be turned in 150s, 200s within a bundle, so that the turned height is between 75mm to 100mm as per the following illustration. (Depending on pagination) example below



5. Due to occupational health and safety individual bundles must not exceed a weight of 15 kilograms
6. Bundles must be strapped, but not across the spine, the tension of the strapping should not in any way damage the bundle
7. 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
8. Outside edges should be vertical, even and the inserts should be stacked so they do not protrude beyond the Limits of the pallet
9. Cardboard corners are advisable to be used to prevent insert damage
10. If the pallet does not have a solid smooth base a substantial piece of cardboard or wood should be placed over the pallet before stacking
11. A solid piece of wood the same dimensions as the base pallet should be placed on top of the stacked bundles to prevent strap damage
12. The pallets should be strapped as per the following illustration. For OHS reasons we prefer plastic strapping to be used
13. The pallet should then be wrapped in plastic or shrink wrapped for further protection
14. Pallets should be Australia standard size – 1165 mm X 1165 mm and in good condition, without any loose or broken timbers
15. Maximum height of a loaded pallet to be 1524 mm (5ft) including runners and the maximum weight not to exceed 900 Kilograms
16. Minimum runner height on pallet to be 100mm to allow for handling by fork-lift or hand truck
17. If damage is evident or the pallet does not meet the packing specifications the pallet may require repacking, this would be at the expense of the publisher
18. Any inserts boxed at commercial printers should only be Cartoned, NOT STAPPED as well this is to reduce Manual handling and also minimize waste
19. All inserts supplied in cartons, product packed in cartons are only to be turned once, no strapping required

Packaging requirements for all commercial inserts delivered to APN Print

NON-CARTONED / NON STITCHED product

- Bundle not to exceed 15kg
- Maximum 200 copies per bundle (depending on pagination)
- Bundles to be turned or compensated only once
- One cross strap required only, strapped head to tail of product

CARTONED / INLINE STITCHED product

- Carton not to exceed 15kg
- Ensure cartons are filled (depending on pagination)
- Bundles can be turned or compensated only once
- Bundles DO NOT REQUIRE STRAPPING prior to being boxed
- Cartons require sealing with adequate packaging tape; DO NOT REQUIRE STRAPPING

NON CARTONED / INLINE STITCHED product

- Bundles not to exceed 15kg
- Maximum 200 copies per bundle, (depending on pagination)
- Bundles to be turned or compensated only once
- One cross strap only, strapped head to tail of product.
- Top row only to be strapped twice (i.e. head to tail, for edge to spine)

CARTONED / INLINE GLUED product

- Cartons not to exceed 15kg
- Ensure cartons are filled
- Bundles can be turned or compensated only once
- Bundles DO NOT REQUIRE STRAPPING prior to being boxed
- Cartons require sealing with adequate packaging tape DO NOT REQUIRE STRAPPING

NON CARTONED / INLINE GLUED product

- Bundles not to exceed 15kg
- Maximum 200 copies per bundle
- Bundles to be turned or compensated only once
- Bundles to be strapped once only Head to Tail prior to being stacked on pallet
- The final row of each pallet, each bundle to be cross strapped twice (i.e. Head to tail, for edge to spine)

NON CARTONED / OFFLINE STITCHED product

- Bundles not to exceed 15kg
- Maximum 200 copies per bundle (depending on pagination)
- Bundles to be turn or compensated three times only MAXIMUM
- Bundles to be strapped once only HEAD to TAIL; all bar the top row
- ONLY the TOP ROW requires strapping twice (i.e. head to tail, for edge to spine)

CARTONED / OFFLINE STITCHED product

- Cartons not to exceed 15kg
- Ensure cartons are filled; bundles can be turned or compensate only once.
- Bundles DO NOT require strapping prior to being boxed
- Cartons require sealing with adequate packaging only; DO NOT REQUIRE STRAPPING.

All 2pp A4 and A3 products that are within specifications should be supplied to APN Print flat on pallets or packed in cartons as follows:

- 2 Page inserts A4 size
- Cartons not to exceed 15kg
- Product to be stacked loose in cartons
- Cartons to seal with adequate packaging tape DO NOT REQUIRE STRAPPING
- 2 Page inserts A3size
- Bundles not to exceed 15kg
- Bundles to be stacked loose on pallets using adequate paper between each row to stabilize product and pallet

Any product stitched offline as a two up stitched and trimmed product will require cartoning with one strap only to assist in the packing of product prior to delivery.

- Cartons not to exceed 15kg
- Product to have one strap only, this will assist the commercial printer when packaging
- Ensure cartons are filled, cartons require sealing with adequate packaging tape
- DO NOT STRAP CARTONS