



APN Print Insert Specifications

This document outlines the mechanical insertion specifications for pre-printed commercial inserts delivered to APN Print sites at Yandina, Toowoomba and Rockhampton.

Our specifications are important as they allow you to design, print and deliver inserts that can run efficiently through APN Print's mechanical insert machinery, maximising your reach and spend.

Our main conditions are:

1. Our machinery runs a maximum of 6 inserts per publication (8 at Toowoomba). This number includes APN publications like property guides and features, as well as part inserts.
2. For APN Sales team members: Before booking please check in your booking system for availability. If there are less than 3 inserts showing proceed with your insert booking. If more than 3 inserts are already booked call your print site to check availability.
3. Bookings must include the name, size, number of pages, paper grammage and weight of the insert to allow distribution of the final publication. If this information is not provided your insert is classed as conditional and may not run.
4. Each print site has different limitations about part run inserts, and these are covered later in this document.
5. Bookings must be placed at least 7 working days prior to insert date.
6. Inserts must arrive on site at least 5 working days prior to insert date, between the hours of 9.00am to 4.00pm. Early deliveries can be organised by prior arrangement with the print site.
7. Inserts for multiple publications or multiple dates of the same publication must be delivered on separate pallets per publication quantities.
8. There are variables like the size of the host publications and potential mechanical failure that are unknown at the time of insert booking, and may make insertion unviable.

APN Print reserves the right to reject any insert if mechanical insertion is not possible during production. APN Print will contact the appropriate newspaper General Manager immediately should this occur and discuss options for the best outcome.

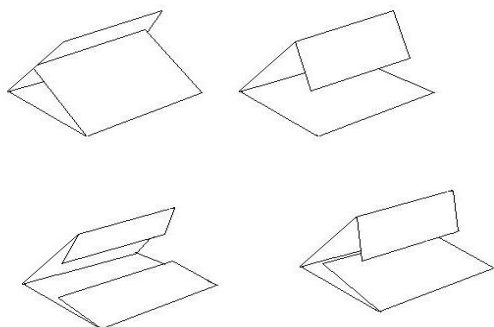
There are size, fold and weight limitations on inserts as they are mechanically inserted. All measurements are in mm. These sizes are guidelines only. As a general rule the insert size and weight must not impede the rolling of the finished newspaper for home delivery. If you have an insert outside these specifications such as an envelope or perforated insert we may be able to run conditional on print site approval. We may request a sample of the finished product to test.

SPECIFICATION	SINGLE PAGE		MULTIPAGE
	UNFOLDED	FOLDED	
Minimum Size	165 x 157	165 x 157	165 x157
Maximum Size	298 h x 280 w	298 h x 280 w	360 h x280 w
Minimum Grammage	100	80	52 gsm if over 8 pgs 65 gsm if 4 - 8 pages *Tabloid inserts can be 42gsm if over 8 pages and all tabloids must come folded
Maximum Grammage	170	130	100
Minimum Pages	1	1	4 printed pages
Maximum Pages	n/a	n/a	48 printed pages
Binding			Less than 24 pages- glued Over 24 pages stapled. No Perfect bound products.

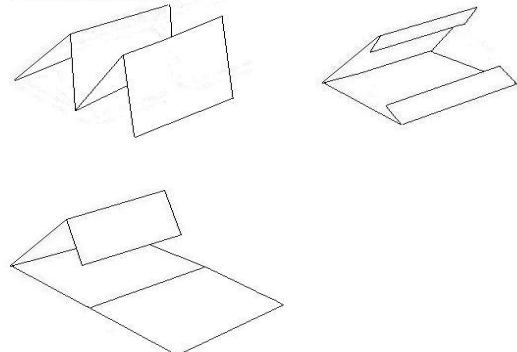
* Inserts cannot hold loose inserts, or include solid materials such as tip-on keys or credit cards.

There are also specifications regarding folding, so that the inserts will feed mechanically:

Acceptable folds



Unacceptable folds



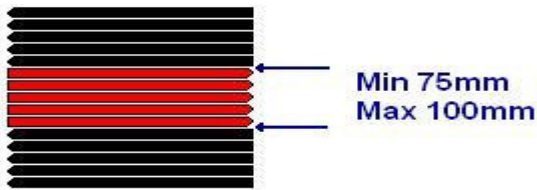
APN Print Site contacts and zoning information:

Site	Limitations
<p>APN Print Rockhampton</p> <p>5-9 Hempenstall St North Rockhampton Qld 4701</p> <p>Ph. (07) 4931 5800</p> <p>Vicki Atkinson</p> <p>Delivery accepted 9.00am to 4.00pm M-F</p>	<ul style="list-style-type: none"> ➤ Maximum 6 inserts per publication (includes pre-printed sections) ➤ 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 5000 copies is required for any part insert run.
<p>APN Print Yandina</p> <p>54 Pioneer Rd Yandina Qld 4561</p> <p>Ph. (07) 5454 7886</p> <p>Ian Oliver</p> <p>Delivery accepted 6.00am to 4.00pm M-F</p>	<ul style="list-style-type: none"> ➤ Maximum 6 inserts per publication (includes pre-printed sections) ➤ 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 5000 copies is required for any part insert run ➤ The maximum total number of insert pages (all commercial inserts added together) is 100 pages. ➤ The minimum book of a host publication is 32 pages.
<p>APN Print Toowoomba</p> <p>50 Industrial Ave Toowoomba Qld 4352</p> <p>Ph. (07) 4616 2700</p> <p>Erin Challenor</p> <p>Delivery accepted 8.00am to 4.00pm M-F</p>	<ul style="list-style-type: none"> ➤ Maximum 8 inserts per publication (includes pre-printed sections) ➤ Some publications have zoned inserts. 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 <u>The Chronicle</u> are as follows: City run, Home delivery and Country. ➤ A minimum of 10 000 copies is required for any part insert run. ➤ Please contact us for information re zoning

Packing specifications:

It is the printers' responsibility and aim to deliver inserts to **APN Print** 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 50s, 100s, 150s, 200s within a bundle, so that the turned height is between 75mm to 100mm as per the following illustration.



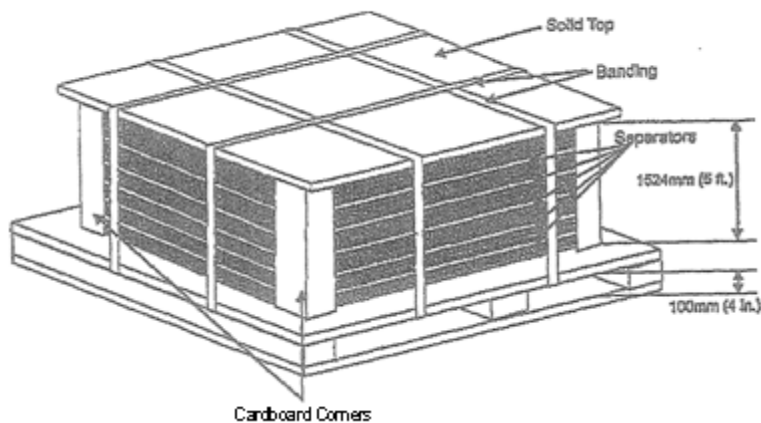
5. Individual bundles not to exceed weight of 8 kilograms
6. Bundles to be strapped, but not across the spine, the tension of the strapping should not in any way damage the bundle.
7. The use of a sturdy piece of cardboard at even intervals throughout the stack will help keep the inserts flat and avoid shifting during transportation. Gaps between bundles on the pallet should be kept to a minimum.
8. Outside edges should be vertically 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. Inserts that are received damaged will be classed as conditional run inserts.

Pallet identification

NOTE: Only one insert per publication on pallet. Multiple inserts or publications cannot be combined on any pallets.

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

- The name and address of the company and the publication concerned.
- The publication issue and date of insertion or any other details for further identification.
- The estimated weight of the pallet.
- See attached sample label



Deliveries

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

Sample pallet label information

Client Name: _____

Insert name: _____

Number of Pages: _____

Publication name: _____

(Name of publication this insert is being inserted into)

Insert Publication date: _____

Total number of
Inserts shipped: _____

Total number of
Inserts on this pallet: _____

Total number of
Pallets Shipped: _____

This Pallet is number: _____

Inserts printed by: _____