

### INSERTS PACKAGING & DELIVERY INSTRUCTIONS

#### 1.1. 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. 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.
- Bundles may be strapped from top to bottom, single tie only (the wider the strapping the better). The tension of the strapping should not in any way damage the bundle.
- Boxes or cartons for packing should only be used at publishing manager's request if neat bundles cannot be achieved. If packed in cartons inserts should be stacked flat with no turns. The weight of the carton should not exceed 10kg.
- Plain 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.

#### 1.1.1. PALLETS - CONDITIONS/EXCLUSIONS

Some exclusions/conditions apply to the use of Chep and plain pallets at Nine Publishing Print & Logistics.

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# INSERTS



## Packaging and Delivery Instructions

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Nine Publishing Print & Logistics, North <b>Richmond NSW</b>	<p><b>Plain pallets</b> are preferred for all commercial inserts. Australian standard plain pallets, size 1165mm x 1165mm with no specific administrative management is the preferred option for all incoming products however, no exchange of plain pallets will occur due to low stock.</p> <p>Chep pallets will be accepted, however, all Chep pallets will be exchanged at time of delivery, no exceptions. There will be no de-hiring of Chep pallets at North Richmond.</p>
Nine Publishing Print and Logistics, <b>Mandurah WA</b>	<p><b>Plain pallets</b> are preferred for all commercial inserts. No Chep account – exchange only.</p>
Nine Publishing Print and Logistics, <b>Launceston TAS</b>	<p><b>Plain pallets</b> are preferred for all commercial inserts. No Chep account – exchange only.</p>
<b>News Limited</b> Sydney Print Centre Brisbane Print Centre Yandina Print Centre Adelaide Print Centre Melbourne Print Centre	<p><b>Plain pallets</b> are preferred for all commercial inserts. No Chep account.</p>

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## Packaging and Delivery Instructions

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### 1.2. PACKAGING SPECIFICATIONS

For delivery to North Richmond or Ballarat, bundles of inserts on each tier must not be tied, banded or shrink wrapped. The inserts must remain flat. Saddle stitching should be tight and wherever possible, staggered. Products fewer than 24 pages must be spine glued or loose sheet. For delivery to any other Nine Publishing print site, bundles of inserts on each tier must be tied, banded or shrink wrapped.

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.

**Metal strapping has been identified as an occupational health & safety hazard and is therefore unacceptable.**

#### 1.2.1. PALLET SPECIFICATIONS FOR BOXES AND CARTONS

**Inserts (which are large enough to be palletised) that are packed in boxes are NOT acceptable at ACM Print & Logistics, North Richmond. They will be rejected regardless of whether or not they are secured on a pallet.**

Inserts in boxes will be accepted by Mandurah, ACM Print & Logistics, Launceston Tasmania

Inserts in boxes will be accepted at News LTD sites, Sydney, Melbourne and Adelaide, if neat bundles can not be achieved on pallets. Boxes should be stacked flat with no turns and a weight no more than 10kg

#### 1.2. PALLET LABELS

It is important that all pallets are labelled clearly with the following information

1. Reference number supplied by the inserts production department

2. Newspaper title / Client's name

3. Product/Insert name

4. Insert run date

5. Total number of inserts shipped

6. Total number of pallets shipped

7. This pallet is number "x" of "y"

8. Number of copies in each lift/bundle

9. Estimated weight of the pallet

A standardised pallet tag has been provided with this email as a separate attachment to this document. To avoid any issues, please ensure this pallet tag is placed on each pallet prior to delivery.

Any pallets delivered not clearly displaying the required information will be rejected.

### 1.3. DELIVERY INSTRUCTIONS

On-time delivery of insert material and confirmation of delivery allows for a final inspection of the material prior to actual insertion. If problems are detected a client can be advised of the nature of the defect and how it will impact on the operation. The client in turn can advise us of their position.

#### 1.3.1. DELIVERY SPECIFICATIONS

Inserts must be delivered no later than seven days prior to the print date or additional charges may be incurred or the inserts may be rejected.

Inserts may need to be delivered to more than one print site. Please ensure inserts are delivered to the locations advised by the inserts department. All address is advised in section 1.3.2.

## Packaging and Delivery Instructions

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### 1. .2. DELIVERY ADDRESSES

**North Richmond,  
New South Wales**  
Attn: InsertsReceiving  
ACM Print & Logistics  
159 Bells Line of Road  
North Richmond NSW 2754

**Sydney Print Centre  
Chullora, NSW**  
Attn: Inserts Receiving  
News Limited  
22-56 Hume Highway  
(entrance Muir Road)  
Chullora NSW 2190

**Melbourne Print Centre,  
Port Melbourne**  
Attn: Publishing Planner  
Herald & Weekly times  
Westgate Park  
127 Todd Road,  
Port Melbourne VIC 3207

**Adelaide Print Centre,  
Adelaide**  
Attn: Inserts Receiving  
News Limited SA  
200 Railway Terrace Mile End,  
SA, 5031

**Mandurah,  
Western Australia**  
Attn: Inserts Receiving  
ACM Print & Logistics  
7 Rafferty Close  
Mandurah WA 6210

**Launceston,  
Tasmania**  
Attn: Inserts Receiving  
ACM Print & Logistics  
235 George Town Road  
Rocherlea TAS 7248

**Brisbane Print Centre  
Murarrie, QLD**  
Attn: Publishing Manager  
Murarrie Print Facility  
Cnr Lytton Rd  
& Metroplex Ave  
Murarrie QLD 4172

**Yandina Print Centre  
Yandina, QLD**  
Attn: Inserts Receiving  
News Limited  
54 Pioneer Road  
Yandina QLD 4561

## Packaging and Delivery Instructions

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### 1.3.3. RECEIVING DAYS/HOURS

**ACM Print & Logistics,  
North Richmond NSW**

Contact

– Sean Tait

– T 02 4570 4872

Monday - Friday: 9:00am – 5:00pm

**Thursdays delivery is restricted**

**Weekends & Public Holidays – Closed**

**ACM Print & Logistics,  
Launceston TAS**

Monday – Friday: 9:00am – 5:00pm

Weekends & Public Holidays – Closed

**News Ltd - YPC –**

**Yandina Print Centre, QLD**

Monday - Friday: 9am - 5pm

Weekends & Public Holidays – Closed

**News Ltd - SPC**

**– Sydney Print Centre, Chullora, NSW**

Contact – Shashi Janson T – 2 9288 1704

Monday - Friday 8am - 4pm.

Last delivery by 3.45pm.

Weekends & Public Holidays – Closed

**ACM Print & Logistics,  
Mandurah WA**

Monday – Friday: 7:00am – 6:00pm

Weekends & Public Holidays – Closed

**News Ltd - PC – Brisbane Print Centre,  
Murarrie, QLD**

Monday - Friday: 9am - 5pm

Weekends & Public Holidays – Closed

**News Ltd - MPC**

**Melbourne Print Centre,  
Port Melbourne, VIC**

Monday 6:00am – 1:00pm

Tuesday 6:00am – 1:00pm

Wednesday 6:00am – 5:00pm

Thursday 6:00am – 5:00pm

Friday 6:00am – 5:00pm

Weekends & Public Holidays - Closed

### 1.3.4. PAPERWORK

Delivery dockets must clearly indicate the following:

1. Reference number supplied by the inserts production department
2. Newspaper title
3. Product/Insert name
4. Insert run date
5. Total number of inserts shipped
6. Total number of pallets shipped
7. The number of pallets on each vehicle.
8. Delivery Date
9. Inserts printed by
10. Where more than one delivery is required to satisfy the delivery of a scheduled insert the delivery docket included with the last dispatch should 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.

# INSERTS

## Packaging and Delivery Instructions

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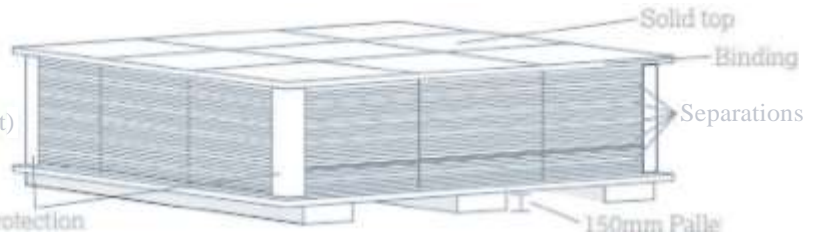
min  
100mm



T  
1200mm  
(including pallet)

J\_

Corner protection



### APPENDIX B NINE PUBLISHING AND LOGISTICS

**Newspaper**

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**Product Name**

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**Insert Run / Print Date**

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**Newspaper Edition Date**

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**Product code / Identifier/  
Pallet Tag number**

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**Total Number of  
Inserts Shipped**

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**Number of Inserts  
on this Pallet**

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**Total Number of  
Pallets Shipped**

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**This Pallet is Number**

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**Number of Copies per Lift**

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**Inserts Printed By**

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