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 ar 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 tens on 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 rig t to refuse inserts which have been damaged in the process of print ng, 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.

WAN The West Australian Print and logistics **Perth WA**	**Plain pallets** are preferred for all commercial inserts. No Chep account – exchange only.
Aust Community Media Print and Logistics, **Launceston TAS**	**Plain pallets** are preferred for all commercial inserts. No Chep account – exchange only.
News Limited Sydney Print Centre Yandina Print Centre Adelaide Print Centre Melbourne Print Centre	**Plain pallets** are preferred for all commercial inserts. No Chep account.

1.2. PACKAGING SPECIFICATIONS

For delivery to all Print Sites, 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 in boxes will be accepted by WAN Perth, 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

1.2.2. 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 t g 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.

1.3.2. DELIVERY ADDRESSES

Sydney Print Centre
Chullora, NSW
Attn: Inserts Receiving
Sydney Print Centre
26-52 Hume Highway
(entrance Muir Road)
Chullora NSW 2190

Melbourne Print Centre,
Port Melbourne
Attn: Inserts Receiving
26 Shiny Drive,
Truganina Vic 3029

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

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

Seven West Media
WAN Perth
Attn: Inserts Receiving
Herdsman Print Centre
54 Hasler Road
Osborne Park
Perth, WA, 6017

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

:::Nine

1.3.3. RECEIVING DAYS/HOURS

News Ltd - MPC
Melbourne Print Centre
Truganina, VIC
Monday - Friday: 6am-3pm
Weekends & Public Holidays - Closed

ACM Print & Logistics,
Launceston TAS
Monday – Fri ay: 9:00am – 5:00pm
Weekends & Public Holidays – Closed

News Ltd - YPC
Yandina Print Centre, QLD
Monday - Friday: 9am - 5pm
Weekends & Public Holidays – Closed

Seven West Media,
WAN Perth
Monday - Friday: 9am - 5pm
Weekends & Public Holidays - Closed

News Ltd – APC
Adelaide Print Centre
Monday – Friday: 7:30am – 2:00pm
Weekends & Public Holidays – Closed

News Ltd - SPC
Sydney Print Centre, NSW
Monday - Friday 8am - 4pm.
Last delivery by 3.45pm.
Weekends & Public Holidays – Closed
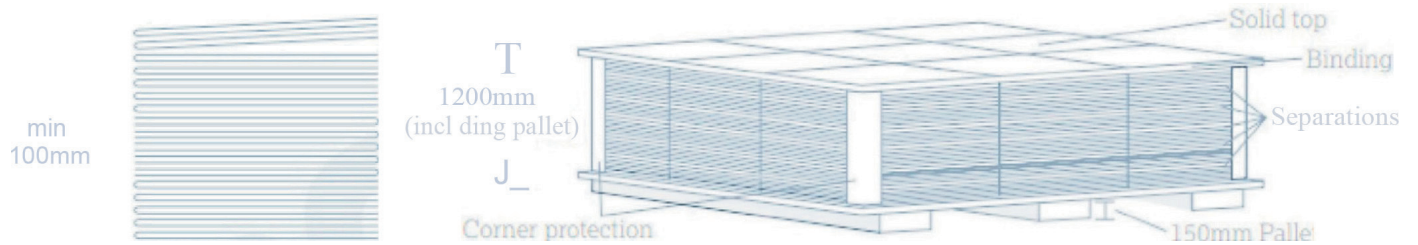
1.3.4. PAPERWORK

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.

Nine

min
100mm

T
1200mm
(incl ding pallet)

J_

Corner protection

Solid top

Binding

Separations

150mm Palle

INSERTS
Packaging and
Delivery Instructions

∷∷Nine

APPENDIX B
NINE PUBLISHING AND LOGISTICS

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   _____