



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 ACM sales or fulfilment 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 managers 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 or dispose of 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 ACM Print & Logistics.

INSERTS Packaging and Delivery Instructions

ACM Print & Logistics, North Richmond NSW Plain pallets 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.

Chep pallets will be accepted, however, all Chep pallets will be exchanged at time of delivery, no exceptions. There will be no dehiring of Chep pallets at North Richmond.

ACM Print & Logistics, Mandurah WA Plain pallets are preferred for all commercial inserts. No Chep account – exchange only.

ACM Print & Logistics, Launceston TAS Plain pallets are preferred for all commercial inserts. No Chep account – exchange only.

News Limited Sydney, Print Centre Brisbane Print Centre, Yandina Print Centre Warwick Print Centre, Townsville Print Centre Plain pallets are preferred for all commercial inserts. No Chep account.

1.2 PACKAGING SPECIFICATIONS

For delivery to North Richmond, 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 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.

1.2.1 PALLET LABELS

It is important that all pallets are A4 or larger and 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 or alternatively disposed of.

1.2.3. PALLET BREAK DOWN

Any pallet containing inserts for more than one publication or insert must provide a break down. This must be displayed on every pallet a4 or larger This must include the following;

1. Newspaper title/s
2. Insert name
3. Insert Date/s
4. Quantity Inserting
5. Reference number provided by the insert production department,
6. Total number of inserts shipped
7. Total number of pallets shipped
8. This pallet is number "x" of "y"

Any pallets delivered not clearly displaying the required information will be rejected or alternatively disposed of.

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 earlier than fourteen days prior to the print date and no later than seven days prior to the print date or additional charges may be incurred or the inserts can 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 DELIVERY ADDRESSES

North Richmond, NSW Attn: Inserts Receiving 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

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

Launceston, TAS 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

1.3.3. RECEIVING DAYS/HOURS

ACM Print & Logistics, North Richmond NSW

Contact - Olivia Muller - T 02 4570 4871

Monday - Wednesday and Friday: 9:00am - 5.00pm

Thursday 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 - TPC - Townsville 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 6am - 6pm

Weekends & Public Holidays - Closed

ACM Print & Logistics, Mandurah WA

Monday - Friday: 7:00am - 6:00pm

Weekends & Public Holidays - Closed

News Ltd - BPC - Brisbane Print Centre, Murarrie, QLD

Monday - Friday: 9am - 5pm

Weekends & Public Holidays - Closed

News Ltd - WPC - Warwick Print Centre, QLD

Monday - Friday: 9am - 5pm

Weekends & Public Holidays - Closed

1.3.4. PAPERWORK

Delivery dockets must clearly indicate the following and be A4 or larger:

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 can be rejected or disposed of and may not be inserted. Faulty products will be referred to client prior to inserting and can be rejected or disposed of.

PALLET TAG EXAMPLE

Print and Logistics Pallet Tag

Newspaper: **ACM News**

Product/Insert Name: **Real estate**

Insert Run/Print Date: **22/10/2020**

Edition date: **24/10/2020**

Identifier/Pallet Tag number: **ACM2354**

Total #Inserts Shipped: **4,000**

Number Inserts on this Pallet: **1,000**

Pallet is Number/of: **1 of 4**

Number of Copies per Lift/Bundle: **125**

Inserts Printed/Owned By: **RealEstateView.com.au**

PALLET BREAK DOWN EXAMPLE

Example of Insert Breakdown for inserts going into multiple publications or dates.

Name of Insert

Publication inserting into – Date – Quantity (pallet tag ID)

Number of inserts on this Pallet = XXXXX

Pallet is Number of: XX of XXX

Total Amount of inserts= XXXXX

Realestate May-24

Sunday Life - 09/05/24 - 25,000cc (SL3591)

Canberra Times – 12/05/24 – 2,000cc (CT9351)

SMH – 16/05/24 – 6,000CC (SMH5295)

Number of inserts on this Pallet = 11,000 copies

Pallet is Number of: 1 of 3

Total Amount of inserts= 33,000copies