

INSERT SPECIFICATION TABLE



			Launceston	Mandurah	North Richmond	Tamworth	
Single Sheet Inserts (see notes re Cards and Envelopes)	Dimensions	Minimum	A5 - 210mm x 148mm	A6 - 148mm x 105mm	A5 - 210mm x 148mm	A5 - 210mm x 148mm	
		Maximum	390mm x 285mm	390mm x 285mm	390mm x 285mm	390mm x 285mm	
	Substrate GSM	Minimum	150gsm	150gsm	150gsm	150gsm	
		Maximum	180gsm	180gsm	180gsm	180gsm	
Folded Multiple Sheet Inserts - Trimmed Finish	Dimensions	Minimum	210mm x 148mm	210mm x 148mm	210mm x 148mm	210mm x 148mm	
		Maximum	395mm x 275mm	395mm x 275mm	395mm x 275mm	395mm x 275mm	
	Substrate GSM	4 - 6 pg	Minimum	100gsm	100gsm	100gsm	100gsm
			Maximum	150gsm	150gsm	150gsm	150gsm
		8 - 10 pg	Minimum	80gsm	80gsm	80gsm	80gsm
			Maximum	120gsm	120gsm	120gsm	120gsm
		12 - 14 pg	Minimum	60gsm	60gsm	60gsm	60gsm
			Maximum	100gsm	100gsm	100gsm	100gsm
		16 - 36 pg	Minimum	54gsm	54gsm	54gsm	54gsm
			Maximum	80gsm	80gsm	80gsm	80gsm
36 - 56 pg	Minimum	54gsm	54gsm	54gsm	54gsm		
	Maximum	65gsm	65gsm	65gsm	65gsm		
Press Finish/Tabloid Inserts excluding Wound Pre-prints	Dimensions	Minimum	340mm x 289mm	340mm x 289mm	340mm x 289mm	340mm x 289mm	
		Maximum	405mm x 275mm	405mm x 275mm	405mm x 275mm	405mm x 275mm	
	Substrate GSM	4 - 8 pg	*Format/Fold	Crashfold	Crashfold	Crashfold	Crashfold
			Minimum	52gsm	52gsm	52gsm	52gsm
			Maximum	70gsm	70gsm	70gsm	70gsm
		12 - 16 pg	*Format/Fold	Crashfold	Crashfold	Crashfold	Crashfold
			Minimum	52gsm	52gsm	52gsm	52gsm
			Maximum	70gsm	70gsm	70gsm	70gsm
		20 - 32 pg	*Format/Fold	Flat Press Finish	Flat Press Finish	Flat Press Finish	Flat Press Finish
			Minimum	42gsm	42gsm	42gsm	42gsm
Maximum	52gsm	52gsm	52gsm	52gsm			
Acceptable Folds	Standard Fold		✓	✓	✓	✓	
	Roll Fold		✓	✓	✓	✓	
	French Fold		✓	✓	X	✓	
	Gate Fold		✓	✓	X	✓	
Unacceptable Folds	Open Gate Fold		X	X	X	X	
	Concertina Fold		X	X	X	X	
	Map Fold		X	X	X	X	

Copies Required

Insert Production Spoilage Quantities Required - This quantity to be added to publication circulation print order to be obtained from distribution	Print Runs (circulation) up to 5k copies	Add 10% or a minimum 250 copies
	Print Runs (circulation) 5k - 20k copies	Add 5% or a minimum 500 copies
	Print Runs (circulation) 20k - 50k copies	Add 2% or a minimum 750 copies
	Print Runs (circulation) > 50k copies	Add 1.5% or a minimum 1000 copies

NOTES:

*Format Fold for Press Finish/Tabloid Inserts - Crash Fold = Quarterfold = Folded in half.

Single sheet inserts are counted as two (2) pages.

Cards and envelopes - by application to the print site. Test samples will be required.

MACHINE INSERT GENERAL REQUIREMENTS

For Sales Personnel (Internal Use).
This document relates to inserts that will
be mechanically inserted at ACM Print and
Logistics Australian print sites.

Launceston

Mandurah

North Richmond

Tamworth

Current November 2020

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.

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 charged 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.

DELIVERY ADDRESSES

North Richmond, NSW

Attn: Inserts Receiving ACM Print & Logistics, 159 Bells Line 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

Tamworth, NSW

Attn: Inserts Receiving ACM Print & Logistics, 64-66 Armstrong St, Tamworth NSW 2340

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

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, Tamworth NSW

Monday - Friday: 9:00am - 5:00pm
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: 9:00am - 5:00pm
Weekends & Public Holidays - Closed

News Ltd - TPC - Townsville Print Centre, QLD

Monday - Friday: 9:00am - 5:00pm
Weekends & Public Holidays - Closed

News Ltd - SPC - Sydney Print Centre, Chullora NSW

Contact - Shashi Janson - T 02 9288 1704
Monday - Friday: 6:00am - 6:00pm
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: 9:00am - 5:00pm
Weekends & Public Holidays - Closed

News Ltd - WPC - Warwick Print Centre, QLD

Monday - Friday: 9:00am - 5:00pm
Weekends & Public Holidays - Closed

INSERT REQUIREMENTS

COMMERCIAL INSERT REQUIREMENTS AND CONDITIONS

The following specifications apply for machine inserting commercial **products into all ACM publications until further notice**. The print site teams believe that “it’s not sold until it’s in the paper” and have compiled this information with the intention to make the use of inserts into our newspapers as simple and successful as possible and create realistic expectations of what can be achieved.

The key to a successful insert campaign for your clients is to follow the product recommendations and guidelines. It must be remembered that inserts are processed by machinery and this is why there are boundaries on what can be put in by machine.

Inserts must comply with the following requirements. It is the responsibility of the insert sales person to ensure specifications are met and their customer understands our requirements and conditions of acceptance.

INSERT SIZE FORMATS AND STOCK

Refer to the specification table provided which covers all ACM Australian print sites. This table contains insert dimension specs, paper stock (Substrate GSM) specs and accepted fold types.

PACKAGING AND DELIVERY

ACM Print and Logistics have designed their packaging requirements to maximise the chance of the inserts arriving at the plant in good condition and therefore providing the best opportunity for a successful insert.

Delivery and packaging specifications for all ACM sites are provided in a separate document including site addresses and contacts. This document can be sent to clients and printers and is also available via links included in ACM’s iDiary generated insert booking confirmations.

It is the responsibility of the sales team to ensure that their clients understand that insert packaging specifications are in place and need to be followed as poor packaging affects the success of inserting. ACM reserves the **right to reject inserts that do not meet the specifications of this document**. Repackaging an insert that has been rejected because of damage may not be acceptable.

INSERT SUCCESS

It should also be pointed out to all insert clients that insert accuracy is **not 100%**. Success is dependent on the product being inserted and particularly the condition it is delivered in. Insert success varies from product to product. Factors that affect the success of the machine insert process are:

- Overall finished size and paging.
- Insert copies separate easily from their bundles, not sticking together.
- Bundles are stacked neatly and uniformly.
- Number of turns in a bundle.
- Bundle strapping does not damage the product in any way.
- Inserts need to be in good condition, i.e. flat with no corner damage or tearing.

The ideal size insert has a total paging of between 16 and 32 pages with a trimmed finish and size around A4. These are the most successful inserts and run with a success rate of approx. 95% and often better. Smaller insert size formats with paging less than 12 pages are less predictable and are generally less successful. Success rates of these products are generally in the 90% range.

MULTIPLE COPIES

We can not guarantee against multiple copies being inserted. Inserts need to be printed and packed in such a way that the inserts are easily separated i.e. they don’t stick together. This cannot usually be determined until production commences.

INSERT REQUIREMENTS

COMMERCIAL INSERT REQUIREMENTS AND CONDITIONS

NUMBER OF COPIES REQUIRED FOR INSERT PRODUCTION

Copies required vary from publication to publication and edition day required. An estimate of the circulation number of copies required for the publication and edition day should be obtained from publication distribution and circulation department. Circulation can vary due to unforeseen circumstances and therefore full run coverage may not be achieved. The following production spoilage quantities should be added to the publication circulation figure.

For Print Runs up to 5K copies

A **10% spoilage allowance with a minimum quantity of 250 copies** to be added to the circulation quantity to allow setup and production spoilage.

For Print Runs 5K to 20K copies

A **5% spoilage allowance with a minimum quantity of 500 copies** to be added to circulation quantity to allow setup and production spoilage.

For Print Runs 20K to 50K copies

A **2% spoilage allowance with a minimum quantity of 750 copies** to be added to circulation quantity to allow setup and production spoilage.

For Print Runs greater than 50K copies

A **1.5% spoilage allowance with a minimum quantity of 1,000 copies** to be added to circulation quantity to allow setup and production spoilage.

CONDITIONS OF ACCEPTANCE

- All site specifications must be met.
- At any time including after delivery, ACM reserves the right to reject inserts that do not meet the specifications for size, paging, packaging, delivery time and condition.

- ACM reserves the right to remove any insert from production that places production or on time delivery in jeopardy.

Unacceptable Inserts

- Inserts with magnets, clips, stick on samples attached.
- Inserts containing objects such as keys, coins, sachets or samples.
- Inserts with sticky applicators, tip ons (stick on notes).
- Die Cut inserts.
- Popups or protruding inside pages.

INSERTING CAPACITY

Refer to the site capacity table provided which covers all ACM sites. Site contacts are included in this table.

The sites will be happy to assist with any enquiries regarding capacity and insert requirements.

INSERT TYPES

- Single Sheet, e.g. single page, card, envelope.
- Folded trimmed multi page inserts, e.g. Harvey Norman.
- Press Finished publications other than wound preruns.

GENERAL REQUIREMENTS

- Folded inserts must have spine as the longest edge.
- Paging is the actual page count of the finished product as folded, e.g. a four page tabloid folded in half to quarterfold is an 8 page insert.
- A single sheet insert is counted as a 2 page insert.
- Avoid any change of stock part way through the print run as the handling characteristics will change and cause high insert wastage.

INSERT REQUIREMENTS

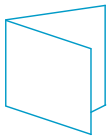
FOLD SPECIFICATIONS

There are four types of recommended folds for inserts. These are **4 page, roll fold, french fold and gate fold**.

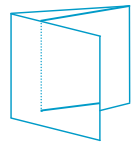
The **roll fold** and **gate fold**, the turned back folds are to the inside and within 20mm from the spine.

ACCEPTABLE FOLDS

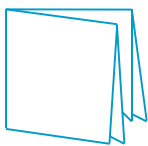
4 PAGE



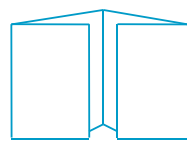
ROLL FOLD



FRENCH FOLD



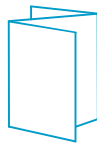
GATE FOLD



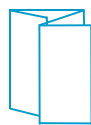
UNACCEPTABLE FOLDS

Any insert that has the opposing sides open. This style of insert cannot be machine inserted.

CONCERTINA FOLD



MAP FOLD



UNUSUAL INSERTS

Any card, envelope, perforated insert or any other material of an unusual nature, dimension or fold, will require a dummy sample or the product to be viewed by the publishing and mailroom manager prior to acceptance. Products with stickers, exposed glue sections, part fold backs, index folds or steps MUST be tested prior to acceptance.

Other inserts that do not meet the size and pagination specifications may be accepted after consultation with, and at the discretion of, ACM. This may require a sample test run of 500 inserts to be submitted. ACM may impose extra conditions on the acceptance of the booking, for example, reduced insert accuracy (say 80%) or that it may only be inserted if it does not interfere with production, i.e. it will be removed from inserting if it places production in jeopardy. The onus is on the seller of the insert to ensure that their client understands and accepts any special conditions attached to these products.

All enquiries should be made to the publication print site.

HAND INSERTING

Some sites may offer hand inserting of out of specification inserts at their discretion. This is very labour intensive and expensive. Hand inserting also impacts on dispatch and delivery due to the time it takes to complete this service. Additional labour charges may apply and should be considered in assessing product profitability.

ENQUIRIES AND QUESTIONS

Whilst FMPL has endeavoured to standardise insert requirements and technical specifications not all print sites have the same capacity and capability to place inserts in our newspapers. Sites have different equipment in capacity and capability to process inserts. Unfortunately just because one site can accept an insert does not mean all sites can successfully place the same insert.

Each print site will be happy to answer your questions and clarify if an insert is feasible to run in production. Please contact the print site if in doubt and before turning down an insert sale.

INSERT REQUIREMENTS

PRINT SITE CONTACTS

SITE	SITE CONTACT FOR INSERTS
Launceston	Leo Duncan - 03 6336 7195
Mandurah	Vincent Moore - 08 9550 2700
North Richmond	Olivia Muller - 02 4570 4871
Tamworth	Craig Jenner - 02 6760 7860

Site	Site contact for Inserts	Max available Commercial Insert slots*	Max Number of Preprinted Internal Products/Unwinds	Delivery Deadline for Commercial Inserts	^Hand Inserting	Notes
Launceston	Leo Duncan 03 6336 7195	4 without pre-prints	4 without commercial inserts	5 working days prior to publication	Possibly - refer to site	Insert total capacity combination of 4 products. ie 2 commercial and 2 preprints OR 4 commercial. No preprint. Number of inserts dependent on total pagination of host and total number of pages of inserts.
Mandurah	Vincent Moore 08 9550 2700 vincent.moore@ austcommunitymedia. com.au	6 without pre-prints	6 without commercial inserts	5 working days prior to publication	Possibly - refer to site	Insert total combination of 6 products. ie 4 commercial and 2 preprints OR 6 commercial. No preprint. Due to the small quantity and paginated internals, we 'normally' hand insert gloss wraps.
North Richmond	Olivia Muller 02 4570 4871	6	2	5 working days prior to publication	Possibly - refer to site	Number of inserts dependent on total pagination of host and total number of pages of inserts.
Tamworth	Craig Jenner 0418 989 402	6 without pre-prints	6 without commercial inserts	5 working days prior to publication	Not available	Insert total combination of 6 products. ie 4 commercial and 2 preprints OR 6 commercial. No preprint.

*Always Dependent on the size and weight of the insert and the size of host publication receiving the insert.

^Hand inserting must be discussed with site in advance. Small run jobs may be able to be accommodated however large circulation jobs cannot. {Requires more time and labour}

General Rules for ALL Sites

Number of inserts dependent on the total number of insert pages and number of inserts in the editions. There is no guarantee that the insert will fall in the exact centre of the book. Likewise the order of inserts in the book will be determined by the print site. As inserting is a mechanical process there is no guarantee of 100% strike rate. Strike rate may be impacted by the number, size and quality of inserts. At all times the print site reserves the right to cease an insert if production deadlines are being adversely affected. Inserts that arrive in poor condition or outside of specifications, may be refused by the print site.