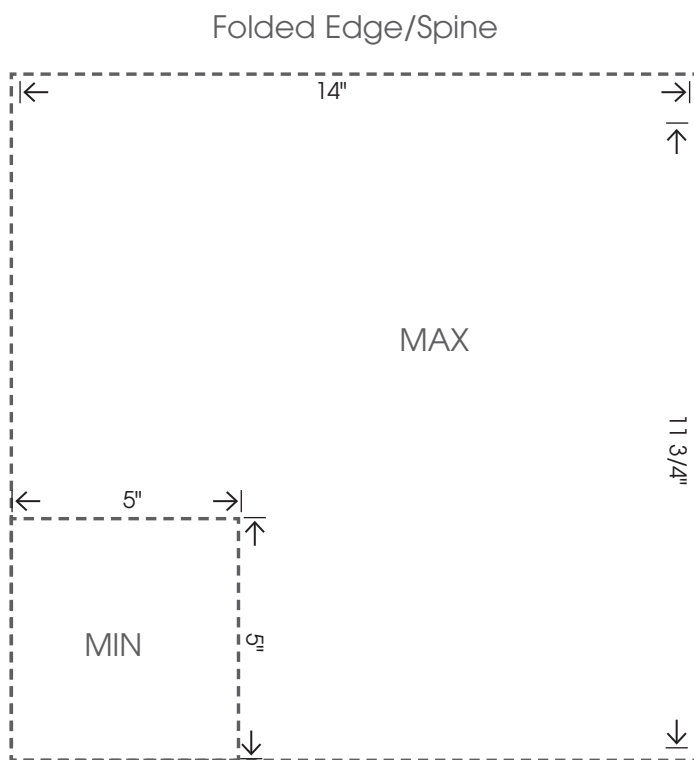


SIZE & PACKAGING REQUIREMENTS

INSERT SIZE REQUIREMENTS



Width min - 5" • Width max - 14"*

This is the folded edge or spine

Height min - 5" • Height max - 11 3/4"

This is the distance from spine to open end

Broadsheet page count min - 4

Broadsheet page count max - 96

Tabloid page count min - 4

Tabloid page count max - 120

Min single sheet - 40lb stock

Additional size restrictions may apply to select zip codes.

In Addition:

The only envelope size that will work on the GMA inserter is a Number #10 Envelope

NO French Fold preprints

Quarter folds are acceptable as long as they meet the requirements of width and height

** The insert will hang outside the paper if the width exceeds 12'*



For more information or to reserve space, please contact your Media Consultant



Packing

Bind-in cards, booklets, inserts, and other supplied material should be brick stacked on skids or pallets. Individual turns (column of identical products stacked in the same direction) should be a minimum 4" in height and should not exceed 12" in height measured at the lowest point of the turn. All inserts in a turn must have the folded edge facing the same direction and the same top page facing up. Turns should be brick-piled. One product per skid.

Note: If product can be stacked "face down," the feeder will be able to remove, condition and feed product without flipping product over. Product will drop face up in jacket.

Skids or Pallets

Maximum height of a loaded pallet should be 5 ft. and maximum weight 2,500 lb. Each pallet should include corner pieces and a board on the top; pallets must be cross-tied and shrink wrapped. Use standard-size pallets (skid with four-way entry and bottom deck) such as 45" x 45", 48" x 42" or 42" x 42".

Each pallet load should carry at least two pallet tags, which should be attached to the product, positioned inside the stretch or shrink-wrapping and visible from two adjacent sides of the pallet. The pallet tag should contain details of the load and the inserts, including name of the insert, date of publication, the pallet number of the total (i.e., "pallet no. x of xx pallets"), quantity of inserts on the pallet, addressee, printer name and address, etc. Please see the ANSI standard for more detail and a picture of a well-organized pallet tag.

A copy of the insert contained in the pallet load should be displayed next to each pallet tag. A bill of lading should accompany the insert shipment and indicate the number of pallets shipped, as well as the total quantity of inserts, name and their insertion date(s). Pallets must be of the non-returnable or disposable variety.

Cartons

Cartons should be used when the nature of the supplied material does not permit brick stacking. Cartons are to be placed on pallets as described above. Proper labeling on each carton should state the total number of boxes, the name of the insert, the publication it will be used for as well as the issue date.

Tops

All loads should have secure tops of the same dimensions as the skid or pallet described above. The loads should be prepared so they can be decked and piled one on top of the other in storage.

DOCUMENTATION REQUIREMENTS

A bill of lading (BOL), a packing list/manifest, skid flags, and carton labels must accompany each shipment of materials to The Express-Times.

PACKING LIST/MANIFEST, SKID FLAGS, CARTON LABELS Each of these documents should contain the following information.

	Client Name	Job Number	Version Code	Sale Date	Total Quantity of Version Ordered	Total Quantity & Weight of Version Ordered	Total Number of Skids per Version	Skid Weights	Total Quantity per Skid	Total Quantity per Carton	Total Number of Cartons per Skid	In-Home Date	Piece Weight	Turn Information (e.g., turn of 30)	Sequence Number
Packing List/Manifest	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲		
Skid Flag	▲	▲	▲					▲	▲	▲	▲	▲	▲	▲	▲
Carton Labels	▲	▲	▲						▲		▲	▲	▲		▲

NOTES: Each skid should have one copy of the Skid Flag attached. Each carton should have a label, as well as a sample piece of copy attached on adjacent sides.