

2011 FSA and Hand-Inserts



FSA and Hand Inserts

SHIPPING INSTRUCTIONS - FSA AND HAND INSERTS

All quotations exclude freight to The Globe and Mail plants. The client and/or agency will arrange for delivery and prepay all delivery expenses (including any customs brokerage fees).

All insert material must arrive at the printing plants during normal receiving hours no fewer than five and no more than seven business days (does not include Saturdays or Sundays) prior to the insertion date.

Insert shipments do not require prior appointments for delivery. Please ensure that the shipment arrives at our plants during regular receiving hours. The shipment must be properly labelled and must arrive at our plants in good condition; otherwise the shipment will not be unloaded.

Any insert that is received less than five business days prior to the insertion date without previous notification of delay, is improperly labelled or is received in a damaged condition will be cancelled and/or rescheduled. Any expenses incurred by The Globe and Mail will be charged to the client.

The Globe and Mail and its printers will not be responsible for insert material left on long-term storage without prior written approval from The Globe and Mail. Any insert material remaining after the print run will be recycled unless prior written arrangements are made.

Any cancelled inserts not removed from the plants by the client within three days of cancellation will be recycled unless prior written arrangements for re-scheduling or removal by the client are made. Cancellation charges will apply to all inserts cancelled less than two weeks prior to insertion.

MULTIPLE VERSIONS

Maximum of two versions per plant. Inserts must be identical in size, number of pages and paper stock. Only content may vary. Product must be separated and clearly labelled prior to delivery to our plants.

MIXED SPLIT-RUN INSERTS (A-B SPLITS)

Mixed split-run inserts (A-B splits) must arrive pre-mixed and with the correct distribution indicated on the shipment label. Inserts must be identical in size, number of pages and paper stock. Only content may vary.

SHIPMENT LABELS

All inserts must be labelled with the following information:

- The Globe and Mail
- Client name and Insert title
- Date of insertion
- Total number of inserts shipped
- Number of inserts on each pallet
- Total number of pallets shipped
- Name, address and phone number of printer/shipper
- Name and phone number of client's customs broker (for cross-border shipments)

Note: All cross-border shipments should also include a description of goods (printed matter) and the value of the material on the waybill for quicker customs clearance. The client should notify their customs broker prior to shipment.

Please contact Michael Anderson at 416.585.5455 or Tony Faria at 416.585.5412 regarding all production inquiries, cancellations or delivery delays
www.globelink.ca/newspaper/inserts.

PLANT ADDRESSES AND RECEIVING HOURS

Toronto Plant

The Globe and Mail
c/o Transcontinental Toronto
100B Royal Group Crescent
North Doors A & B
Vaughan, Ontario L4H 1X9
7 AM - 4 PM Monday - Friday

Estevan Plant

The Globe and Mail
c/o Estevan Web
1 Breeze Street, Hwy 39 West
South East Bay Door
Estevan, Saskatchewan S4A 2L7
8 AM - 6 PM Monday - Friday

Montreal Plant

The Globe and Mail
c/o Transcontinental Transmag
10807 Rue Mirabeau
Anjou, Quebec H1J 1T7
7 AM - 5 PM Monday - Friday

Calgary Plant

The Globe and Mail
c/o Transcontinental Calgary
5516 Fifth Street SE
Calgary, Alberta T2H 1L3
9 AM - 4 PM Monday - Friday

Halifax Plant

The Globe and Mail
c/o Transcontinental Web Atlantic Ltd.
11 Ragged Lake Blvd.
Halifax, NS B3S 1C2
9:00 AM - 5:00 PM Monday - Thursday
9:00 AM - 12:00 PM Friday

Vancouver Plant

The Globe and Mail
c/o Transcontinental Vancouver
725 Hampstead Close
Annacis Island
Delta, B.C. V3M 6R6
9 AM - 4 PM Monday - Friday

FSA and Hand Inserts

PALLET LOADING INSTRUCTIONS - FSA AND HAND-INSERTS

- All FSA and hand inserted products must be supplied in boxes or cross-tied in bundles. Inserts 2 to 24 pages: Bundles of 50. Inserts over 24 pages: Bundles of 20. Maximum weight 25 lbs. per box.
- Corner boards should be used to prevent damage to the outside edges of the loaded skid. Life containers are acceptable.
- All inserts must be stacked on pallets in consistent lifts, be well-jogged, and all pallets should be securely banded and plastic stretch-wrapped or shrink-wrapped.
- Stacked inserts should cover pallet and never protrude beyond the edge of the pallet.
- Product must be stacked on solid base, **48"x40"** (industry standard) non-returnable, four-way entry pallets in good condition. Two-way pallets may be used as needed to accommodate automated compression banding and wrapping equipment.
- A substantial protective cover should be placed on the pallet before stacking and another cover placed before topping.
- Cardboard sheets or binder sheets, not waxed or coated, should be placed between layers.
- Folded edges should be turned towards the inside of the load whenever possible.
- Pallet tops must be wood or a sturdy equivalent the same size as the pallet base.
- Banding should be tight without pulling down and bending the top turn or pulling loose the pallet flooring. A minimum of four bands to be on each load.
- Clearance from floor to bottom of pallet base is a minimum of 4¹/₂" to maximum of 8".
- Maximum allowable loaded pallet height is 4' measured from floor to pallet top.
- Maximum acceptable weight per loaded pallet is 2,500 pounds.
- Shipment labels and a sample of the insert must be displayed on two adjacent sides of each pallet.
- Pallets must be loaded on the truck so that the pallet tag faces the fork lift operator. Pallets must be loaded on trucks for ease of unloading. Do not "double deck".

SHIPMENT LABELS

All inserts must be labelled with the following information:

- The Globe and Mail
- Client name and Insert title
- Date of insertion
- Total number of inserts shipped
- Number of inserts on each pallet
- Total number of pallets shipped
- Name, address and phone number of printer/shipper
- Name and phone number of client's customs broker (for cross-border shipments)

Please contact Michael Anderson at 416.585.5455 or Tony Faria at 416.585.5412 regarding all production inquiries, cancellations or delivery delays
www.globelink.ca/newspaper/inserts.

For all hand-inserts distributed in NFLD, please ship directly to the following address:

**The Globe and Mail
45 Blackmarsh Road
St. John's, NL A1E 2S6**

Please contact Brenda Fehler (902) 450-1159 or Eileen Donga (514) 345-1570 to arrange a delivery appointment.

