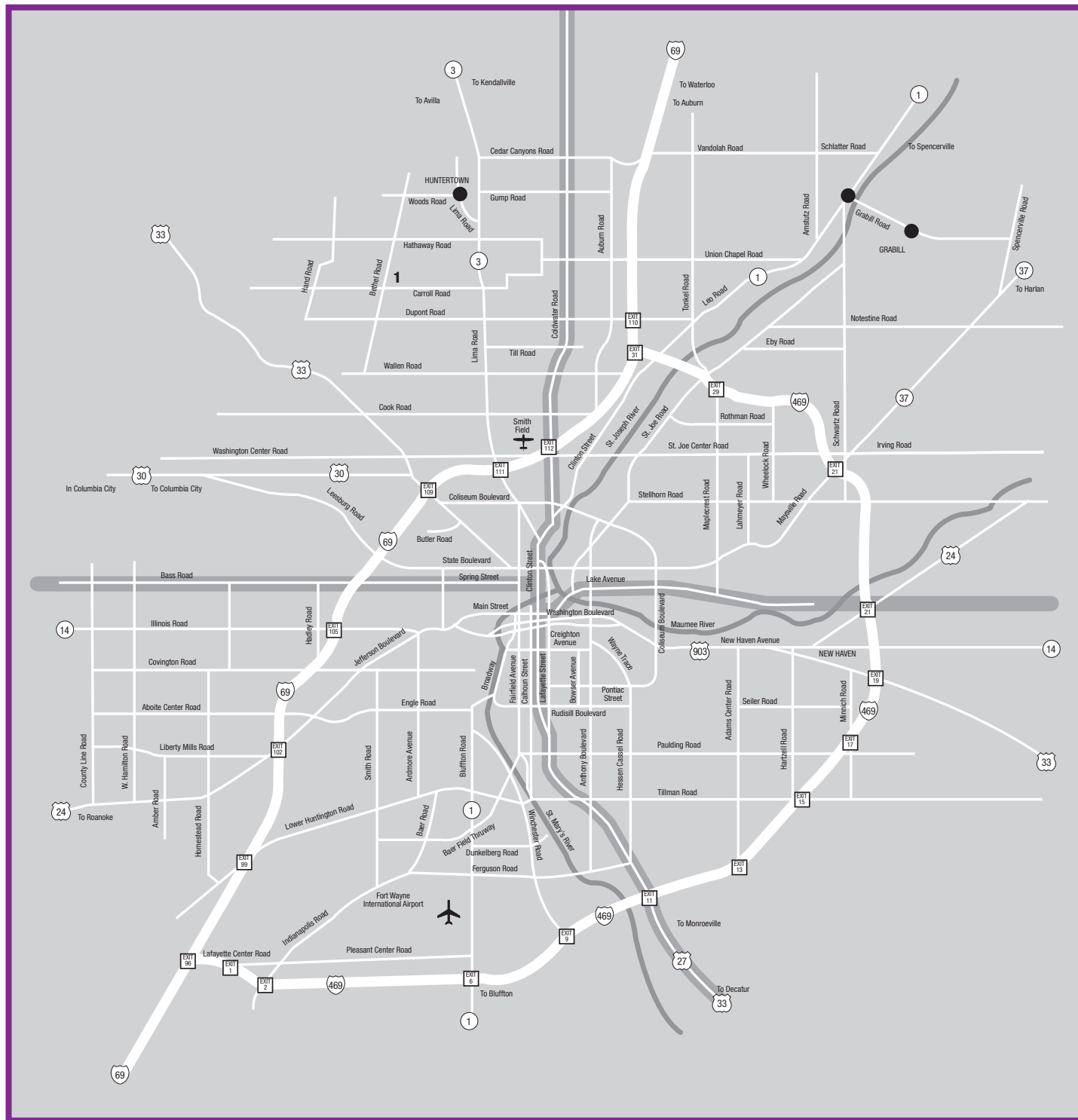


Preprinted Supplement

PRINTING & SHIPPING INSTRUCTIONS



**FORT WAYNE
NEWSPAPERS**
600 W. Main Street P.O. Box 100
FORT WAYNE, IN 46801

FortWayne.com
FORT WAYNE'S HOME PAGE

Shipping (260) 461-8238 • Advertising (260) 461-8516

**FORT WAYNE
NEWSPAPERS**
FORT WAYNE, INDIANA

FortWayne.com
FORT WAYNE'S HOME PAGE

The Journal Gazette & The News-Sentinel • Fort Wayne, Indiana

Introduction

This booklet is a guide for advertisers and printers utilizing preprinted supplements. Fort Wayne Newspapers distributes preprints seven days a week to full or part circulation and/or to non-subscribers via Targeted Delivery Service on Mondays to ensure delivery no later than Wednesday.

Packing Specifications

- 1) Skidded preprinted supplements must be stacked on solid base, Perfect Pallet or non-returnable skids or pallets. Loaded skids should not exceed five feet in height. If pallets are used, a four-inch-high minimum floor clearance at least 28 inches wide is required. Maximum size is 42"x48" and 2,500 pounds.
 - 2) All sections must be well-jogged, brick stacked in turns of 100 (if section is 16 pages or less), or in turns of 50 (if section exceeds 16 pages), and banded with a minimum of six bands. If cartons are used, they must be fully packed or dunnaged internally and not in excess of 40 pounds in weight.
 - 3) Hardwood or sturdy synthetic skid tops must conform to size to that of the base of the skid.
 - 4) Preprints shall be stacked so they do not protrude beyond the limits of the skid; it will minimize damage from bands or truck walls. Cardboard must be placed between each layer.
 - 5) A protective cover should be placed on the skid before stacking and another before topping. This will help prevent damp and curled sections caused by green lumber and weather conditions during shipment. Tie-sheets of cardboard should be used on every other tier to keep the supplement flat.
 - 6) At all times, the folded edges of the supplements should be protected from damage, turning all the folded edges toward the center of the skid.
 - 7) When banding skids, the band should be tight.
- Do not pull down and bend the top turn of supplements or pull loose the flooring skid.
- 8) Each skid must display the insertion date and quantity. It must be flagged on two sides and contain the same number of copies with the last skid being the balance.
 - 9) Sections must be flat and have tight folds without balloons. They should be free from rolled edges, wrinkles and all other distortions.
 - 10) Loaded skid sides shall be flat and plumb. Outside liftfaces must be vertically even with lift face below, and not indented or project beyond the plane of skid side.
 - 11) Gaps between lifts in a tier should be held to a minimum as they allow the unsupported portion of the lift above the sag, causing distortion in the papers. Lift should sufficiently span gaps in the tier below so that the end of the lift will not slip into the gap when the skid is being transported.
 - 12) Do not tie preprinted supplements together in bundles with rope, string, wire, rubber bands, etc.

Card and Envelope Supplements:

The printer should place card and envelope supplements in rows in a cardboard box with a divider between each row. If more than one layer is included, there should be a cardboard separator on top of each layer. All boxes must be fully packed, skidded and banded in accordance with the instructions above.

Printer's Bill of Lading Requirements

It must indicate:

- 1) Name of supplement and insertion date.
- 2) Total number of insertions and number of inserts on each skid.
- 3) Total number of skids on truck or trailer. When more than one trailer is used, the last bill should be marked with the world final.

Please Note

These guidelines have been prepared in order for Fort Wayne Newspapers to maintain efficiency in distributing supplements. Supplements that do not meet specifications described in this booklet will be processed as follows:

- 1) Supplements of poor quality will be mechanically inserted and may be subject to an excessive percentage of misses or doubles.
- 2) At the advertisers option, we will initiate intensified control measures to try to prevent misses or doubles on poor quality supplements. The advertiser will be billed any additional labor expenses incurred. Furthermore, if the section is of such poor quality that circulation requirements cannot be met, we reserve the right to drop that part from insertion. This action may be taken at any point along our production schedule.
- 3) Shipments received in poor condition and/or that require extra costs to handle will incur extra charges to the printer and/or shipper.
- 4) Supplements must be on skids or pallets. If not, the shipment may be refused or the shipper may be charged for labor or unloading.
- 5) Skids are not to be doubled or tiered (decked) in trucks or trailers or side loaded.

Please see that your printer or shipper receives this information.

Deadlines

- 1) **Reservations:** Confirmed in writing by the advertiser 30 days prior to distribution.
- 2) **Delivery:** 7-15 days prior to weekday insertion, or 10-15 days prior to Sunday insertion.
- 3) **Cancellations:** Confirmed in writing at least one week prior to scheduled insertion date.

Printing Requirements

- 1) **Newsprint sections:** Use stock .005 thickness or more. Page Size: 8-page tabloid or 4-page standard minimum. Dimensions:
Fold edge: 7" minimum to 12" maximum
Cut edge: 5" minimum to 11" maximum
Four-page tabloids must be quarter-folded.
- 2) **Cards, free-standing stuffers** (one-ply supplements can have only one flap): Use stock .007 thickness or more. Dimensions: 5"x7" up to 11"x12"
- 3) **Mailer envelopes** (glue seal only):
Dimensions: short seal: 4-1/4" wide x 6-3/4" long
long seal: 6-3/4" wide x 7-1/2" long
- 4) Stitch sections on fold or backbone or when the section is 24 or more pages. Cards, coupons, envelopes, etc. are not to be attached to the outside pages of any supplement.
- 5) Labels attached to the inside of a multi-page preprint should be 70-lb. stock minimum and glued or stitched along the longer edge of the preprint.
- 6) Fort Wayne Newspapers reserves the right to edit, revise, accept or reject any advertising. Unusual sizes, shape or folds and all preprints containing samples should be submitted in dummy form for prior approval. Preprints containing metal or sharp objects such as keys, coins, razor blades, etc. will not be accepted.
- 7) Newspaper imprint/masthead not required.

If the advertising supplement does not meet the above specifications, rush Fort Wayne Newspapers a sample of 500 pieces for a test run at least 16 days prior to planned insertion date for approval/recommendations.

Delivery Location

All deliveries must be prepaid and delivered to the west dock off Main Street. Delivery times:
Mon. through Sat. 7:45 a.m. - 4:00 p.m. and 10:00 p.m. - 4:00 a.m.; Sun. 8:00 a.m. - 2:00 p.m. and 10:00 p.m. - 4:00 a.m.

For further information regarding shipping dates and delivery of supplements, contact the Packaging & Distribution Manager at (260) 461-8238 or 461-8225.