



INSERT MANUAL



2025



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CONTACT US

TORONTO ONTARIO & MANITOBA

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TEL: 1-800-663-1311 EMAIL advertisingwesternca@globeandmail.com

NORTHWEST TERRITORIES & NUNAVUT

TEL: 1-604-685-0308 EMAIL advertisingwesternca@globeandmail.com

ALBERTA & SASKATCHEWAN

TEL: 1-403-245-4987 or 1-403-774-8024 EMAIL advertisingwesternca@globeandmail.com

UNITED STATES & WORLDWIDE

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GLOBELINK.CA

CONTACT DIRECTORY

GLOBELINK.CA/DIRECTORY

INSERT INFORMATION

GLOBELINK.CA/INSERTS

YOU ALSO NEED TO KNOW: Any advertising published by The Globe and Mail in the newspaper or any of its other publications may, at our discretion, be published, displayed, retained and archived by us and anyone authorized (including any form of licence) by us, as many times as we and those authorized by us wish, in or on any product, media and archive (including print, electronic and otherwise).

All advertising must meet Globe and Mail terms and conditions, available on globelink.ca/termsandconditions, on the previous page, or please request a printed copy from your Globe and Mail representative.



INSERT RATES

MECHANICAL INSERT RATES - FRIDAY ONLY

NUMBER OF PAGES	COST PER THOUSAND	
	GENERAL (GROSS)	RETAIL (NET)
2-16	\$79.00	\$67.00
Over 16	\$115.00	\$97.00

Note: All insert products must meet our specifications in order to guarantee the insertion.

MECHANICAL INSERT MATERIAL DEADLINE: Thursday one week prior to the run date. Shipments arriving more than two weeks prior to the insertion date will be refused.

Spoilage

Please supply an additional 1.5% for mechanical inserts for spoilage.

Shipping Instructions

Mechanical Inserts – see pages 21 and 22

HAND INSERT RATES MON-THU ONLY

PRODUCT WEIGHT	COST PER THOUSAND (NET)
Under 450 grams	\$300.00
Over 450 grams*	\$400.00

*Up to a maximum of 700 grams

HAND-INSERT MATERIAL DEADLINE: FIVE BUSINESS DAYS prior to the run date. Shipments arriving more than two weeks prior will be refused.

Spoilage

Please supply an additional 2% for spoilage.

Shipping Instructions

Hand Inserts – see page 23 and 24.

Mechanical Inserts

The client should supply the recommended press run amount (plus spoilage) to ensure that all copies of the newspaper are inserted. Please note that our press run numbers can fluctuate on a daily basis due to market activity. The airline copies are not inserted in the Toronto market and these amounts are not included in the press run figures. Contact your sales representative for the latest press run figures.

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 our printing plants during normal receiving hours. No deliveries will be accepted on Saturday, Sunday or statutory holidays.

Insert shipments do not require prior appointments for delivery except for the Vancouver Plant. Please call 604-527-9243 to make an appointment. You must provide the client name, insert title and run date. 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 past deadline or 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.

Any insert material remaining after the print run will be recycled immediately after the completion of insertion unless written arrangements are made at least five business days prior to the insertion date with The Globe and Mail. Pick-up must be completed within two business days of the insertion date.

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. Late cancellation charges up to 50% of the original order will apply to all inserts cancelled less than seven business days prior to insertion.

The Globe and Mail reserves the right to reschedule the distribution date in the event of production problems or delays, inclement weather or other factors outside of its normal control that would result in a reduced delivery efficiency of The Globe and Mail newspaper. The Globe and Mail will promptly notify the client of any such circumstances and a new distribution date will be established at that time. Pricing will remain firm in the event of such an occurrence.

Industry standards allow for a margin of error up to 3% for the insertion and distribution of inserts.

Third party advertising

Rates on this page do not apply to inserts containing third party advertising. For a quote - please send a copy of your magazine to:

Michael Anderson
c/o The Globe and Mail
351 King Street East, 16th floor
Toronto, ON M5A 0N1
phone: 416-585-5455
email: mwanderson@globeandmail.com



MECHANICAL INSERT SPECS FRIDAY ONLY

Minimum Size: 4" wide x 7" deep.

Maximum size: 10" wide x 10" deep.

Maximum Weight: Up to 150 grams for a mechanical insert.

Maximum number of pages for all digest size inserts is 32 pages.

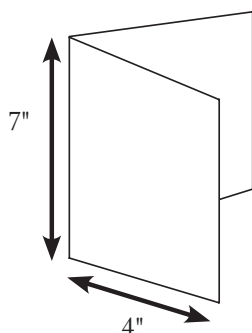
MINIMUM PAPER WEIGHT

Number of Pages

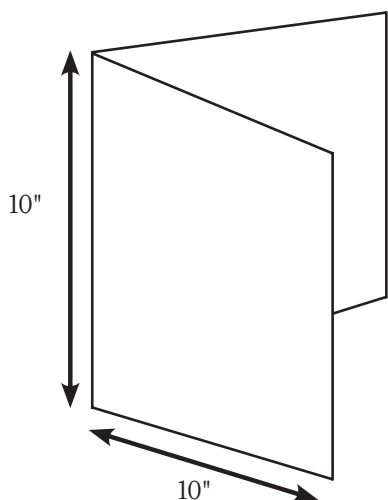
2 pages	7 pt. card stock
4 pages	70 lb stock
6 pages	60 lb stock
8 pages	50 lb stock
12+ pages	45 lb stock

Note: NO PERFECT-BOUND PRODUCTS. All newsprint products must be a minimum of 8 pages on 30 lbs stock or heavier and must be quarter-folded. All trimmed booklets must be quarterfolded, stitched or bound to prevent product separation during insertion. Inserts must have one closed edge to ensure proper insertion by our equipment. We do not accept accordion-style or plastic wrapped inserts for mechanical insertion. All inserts with perforations or die cuts must be tested prior to insertion.

MINIMUM SIZE



MAXIMUM SIZE



Coatings

Please note: certain AQ (Aqueous) coatings, such as SOFT TOUCH, that create a wax-like finish when applied while printing inserts intended for mechanical insertion may cause feeding problems on our inserting machines and possible production delays. These coated products tend to stick together and may result in multiple copies being inserted into the newspaper. In addition, some high gloss UV (ultra-violet) coatings may cause the opposite result by creating a slippery product that may slide easily out of the newspaper during insertion or delivery. If any insert or magazine product creates production problems or delays that would result in a reduced delivery efficiency of the Globe and Mail, we reserve the right to remove the product from insertion. The Globe and Mail will promptly notify the client of any such circumstances and a new distribution date will be established at that time. Pricing will remain firm in the event of such an occurrence. If you are unsure about the coating on your insert, please check with your printer and have them send at least five stock samples with the intended coating to The Globe and Mail for review.

Blow-In Inserts

Supplied inserts cannot contain blow-in inserts.

Envelopes

Envelopes cannot be less than 5" deep x 7" wide. Envelope contents must be of a uniform size and the envelope must be sealed.

Scented Inserts

Sales representatives with customers wanting to insert scented products must notify Michael Anderson at 416-585-5455 or email mwanderson@globeandmail.com.

Samples/Mock-Ups

All insert reservations must be accompanied by a mock-up or sample for approval within two weeks of booking. Any insert reservation that does not have an approved mock-up or sample provided is subject to cancellation anytime after two weeks from the date of booking. The mock-up does not have to be printed, but must be on the same paper stock, and be trimmed and folded to the final size of the insert. The sample can be either the final printed version of the insert or a copy of a previously inserted product that was approved for mechanical insertion. If your insert is a repeat of the same design and size of a previously approved insert, you must provide the run date of the previous insert in order to confirm your order.

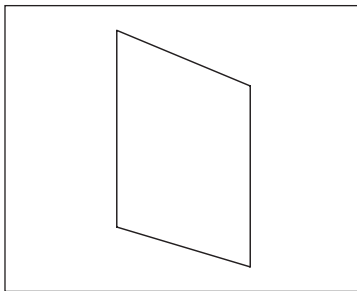
All insert samples/mock-ups should be sent to:

Michael Anderson
c/o The Globe and Mail,
351 King Street East, 16th Floor
Toronto, Ontario M5A 0N1

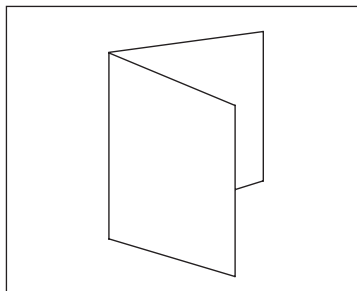
Please include a contact name, phone number and email address with your sample. Inserts that do not meet our specifications may be hand inserted for home delivery only. An additional handling fee will apply.



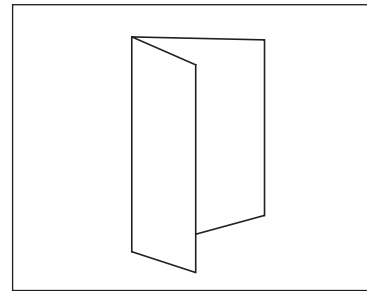
STANDARD MECHANICAL INSERT FORMATS



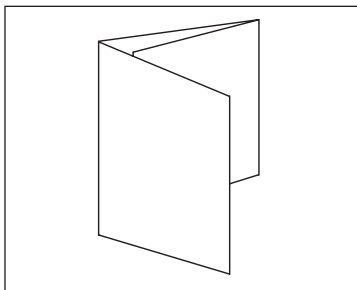
2 PAGE – NO FOLD
FLAT SINGLE SHEET
MINIMUM PAPER STOCK: 7 PT CARD
STOCK



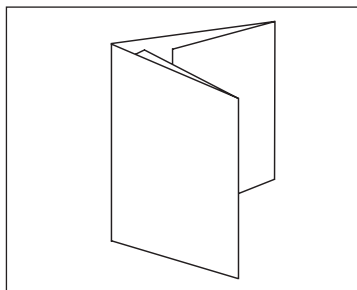
4 PAGE – ONE FOLD
SIMPLE FOLD
MINIMUM PAPER STOCK: 70 LBS



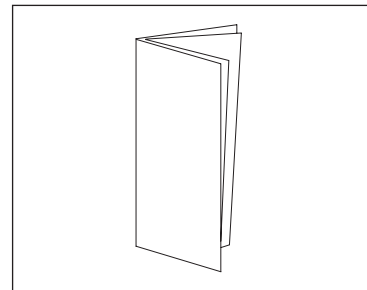
4 PAGE – ONE FOLD
SHORT FOLD (MINIMUM 4")
MINIMUM PAPER STOCK: 70 LBS



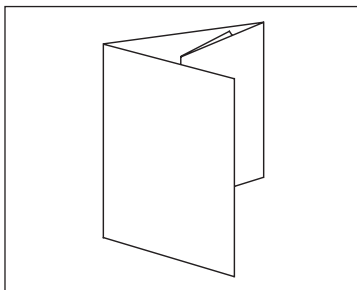
6 PAGE – TWO FOLDS
BARREL/LETTER FOLD
MINIMUM PAPER STOCK: 60 LBS



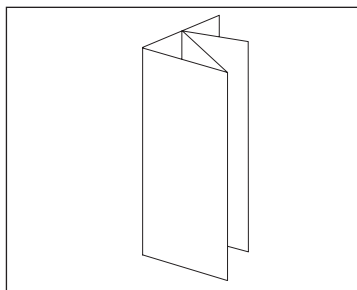
8 PAGE – THREE FOLDS
GATEFOLD
MINIMUM PAPER STOCK: 50 LBS



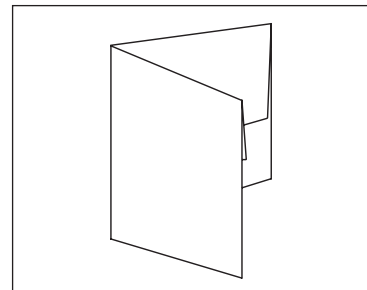
8 PAGE – TWO FOLDS
SIGNATURE/BOOKLET
MINIMUM PAPER STOCK: 50 LBS



8 PAGE – THREE FOLDS
ROLL FOLD
MINIMUM PAPER STOCK: 50 LBS

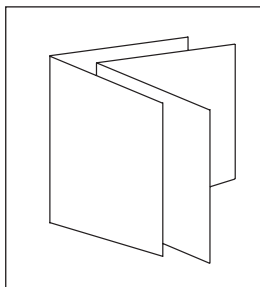


8 PAGE – THREE FOLDS
PARALLEL FOLD
MINIMUM PAPER STOCK: 50 LBS

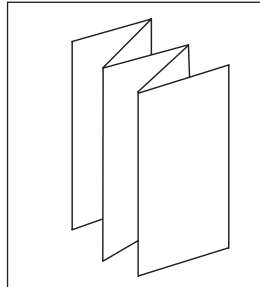


8 PAGE – TWO FOLDS
FRENCH FOLD
MINIMUM PAPER STOCK: 50 LBS

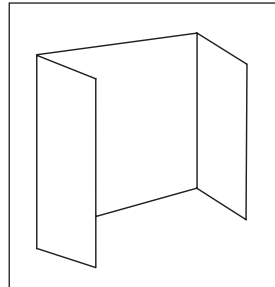
UNACCEPTABLE MECHANICAL INSERT FORMATS



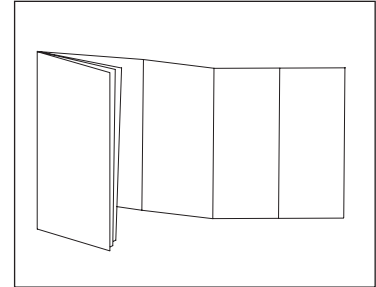
LOOSE BOOKLET



ACCORDION FOLD



OPEN GATEFOLD



MULTIPLE COVER GATEFOLD


DISTRIBUTION ZONES
NATIONAL MECHANICAL INSERT ZONES

TORONTO	ZONE	FULL DELIVERY
METRO EDITION	MET	FRIDAY ONLY
GREATER TORONTO	GTA	FRIDAY ONLY

MONTREAL	ZONE	FULL DELIVERY
OTTAWA	OTT	FRIDAY ONLY
QUEBEC	QUE	FRIDAY ONLY

WINNIPEG	ZONE	FULL DELIVERY
MANITOBA	MAN	FRIDAY ONLY
SASKATCHEWAN	SAS	FRIDAY ONLY

CALGARY	ZONE	FULL DELIVERY
EDMONTON	EDM	FRIDAY ONLY
CALGARY	CAL	FRIDAY ONLY

VANCOUVER	ZONE	FULL DELIVERY
VANCOUVER	VAN	FRIDAY ONLY
VICTORIA	VIC	FRIDAY ONLY

NATIONAL HAND-INSERT SUB-ZONES

TORONTO	SUB-ZONE	HOME DELIVERY
TORONTO	TORONTO	MON - THU ONLY
TORONTO	GTA EAST	MON - THU ONLY
TORONTO	GTA WEST	MON - THU ONLY
TORONTO	ONT EAST	MON - THU ONLY
TORONTO	ONT WEST	MON - THU ONLY

MONTREAL	SUB-ZONE	HOME DELIVERY
MONTREAL	OTTAWA	MON - THU ONLY
MONTREAL	QUEBEC	MON - THU ONLY

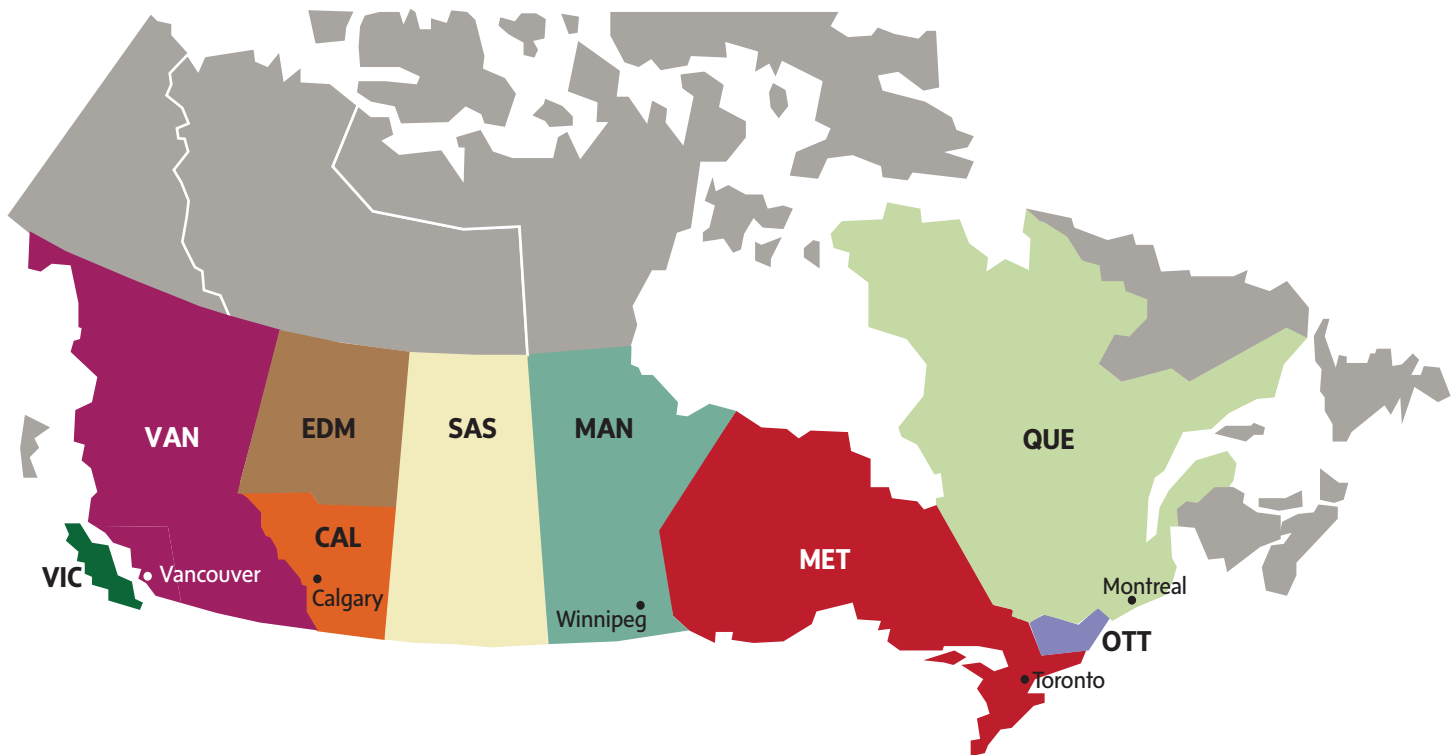
WINNIPEG	SUB-ZONE	HOME DELIVERY
WINNIPEG	MANITOBA	MON - THU ONLY
WINNIPEG	SASKATCHEWAN	MON - THU ONLY

CALGARY	SUB-ZONE	HOME DELIVERY
CALGARY	EDMONTON	MON - THU ONLY
CALGARY	CALGARY	MON - THU ONLY

VANCOUVER	SUB-ZONE	HOME DELIVERY
VANCOUVER	VANCOUVER	MON - THU ONLY
VANCOUVER	VICTORIA	MON - THU ONLY



NATIONAL MAP



National Edition

TORONTO PLANT

Metro Edition | MET
Ontario (excluding Ottawa Region)

MONTREAL PLANT

Ottawa | OTT
Ottawa Region
Quebec | QUE
Hull, Montreal Region

WINNIPEG PLANT

Manitoba | MAN
Brandon, Winnipeg
Saskatchewan | SAS
Regina, Saskatoon

CALGARY PLANT

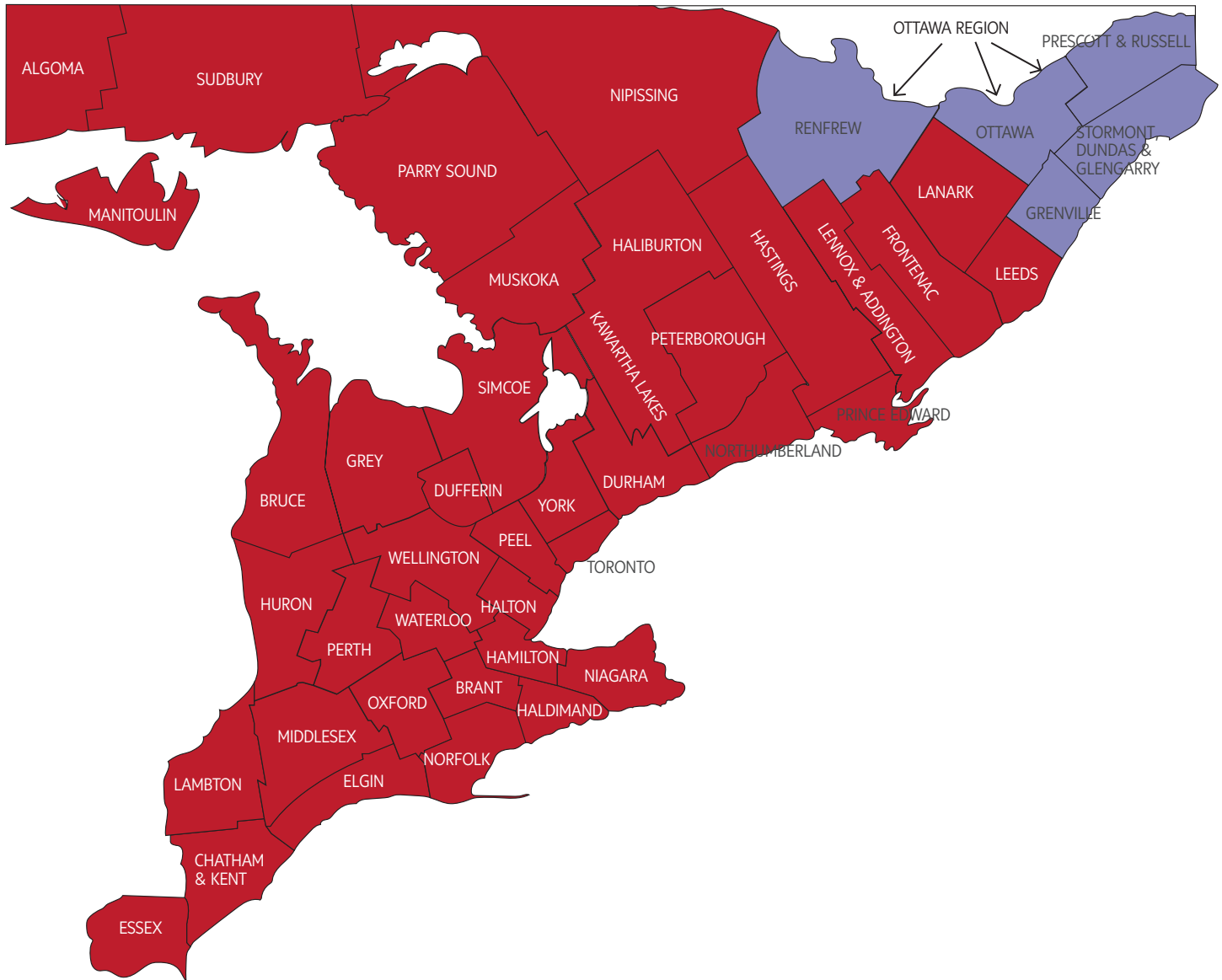
Edmonton | EDM
Edmonton, Red Deer
Calgary | CAL
Calgary, Lethbridge, Medicine Hat

VANCOUVER PLANT

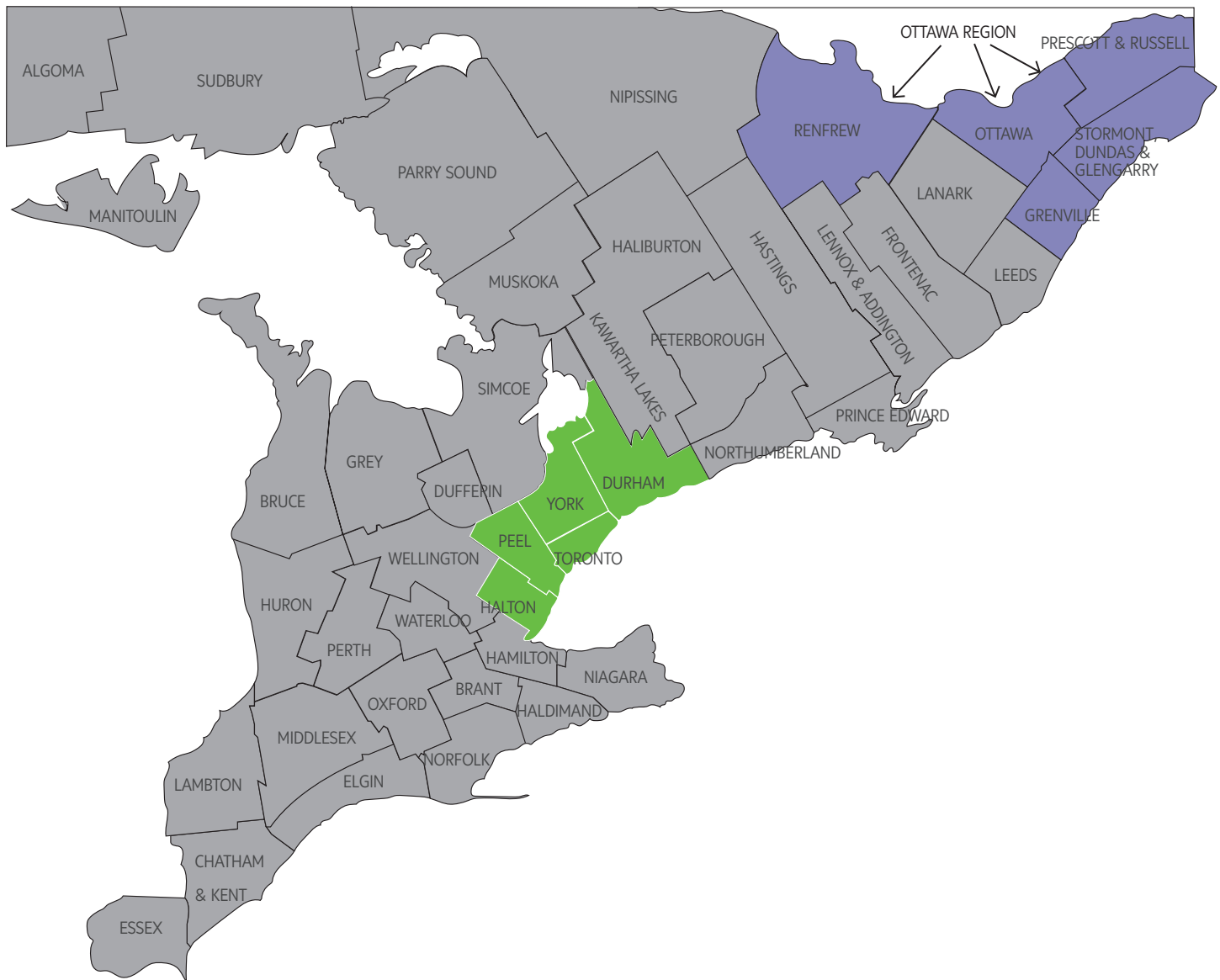
Vancouver | VAN
Abbotsford, Chilliwack, Kamloops,
Kelowna, Penticton, Vancouver, Vernon
Victoria | VIC
Nanaimo, Victoria



METRO EDITION MAP FRIDAY ONLY



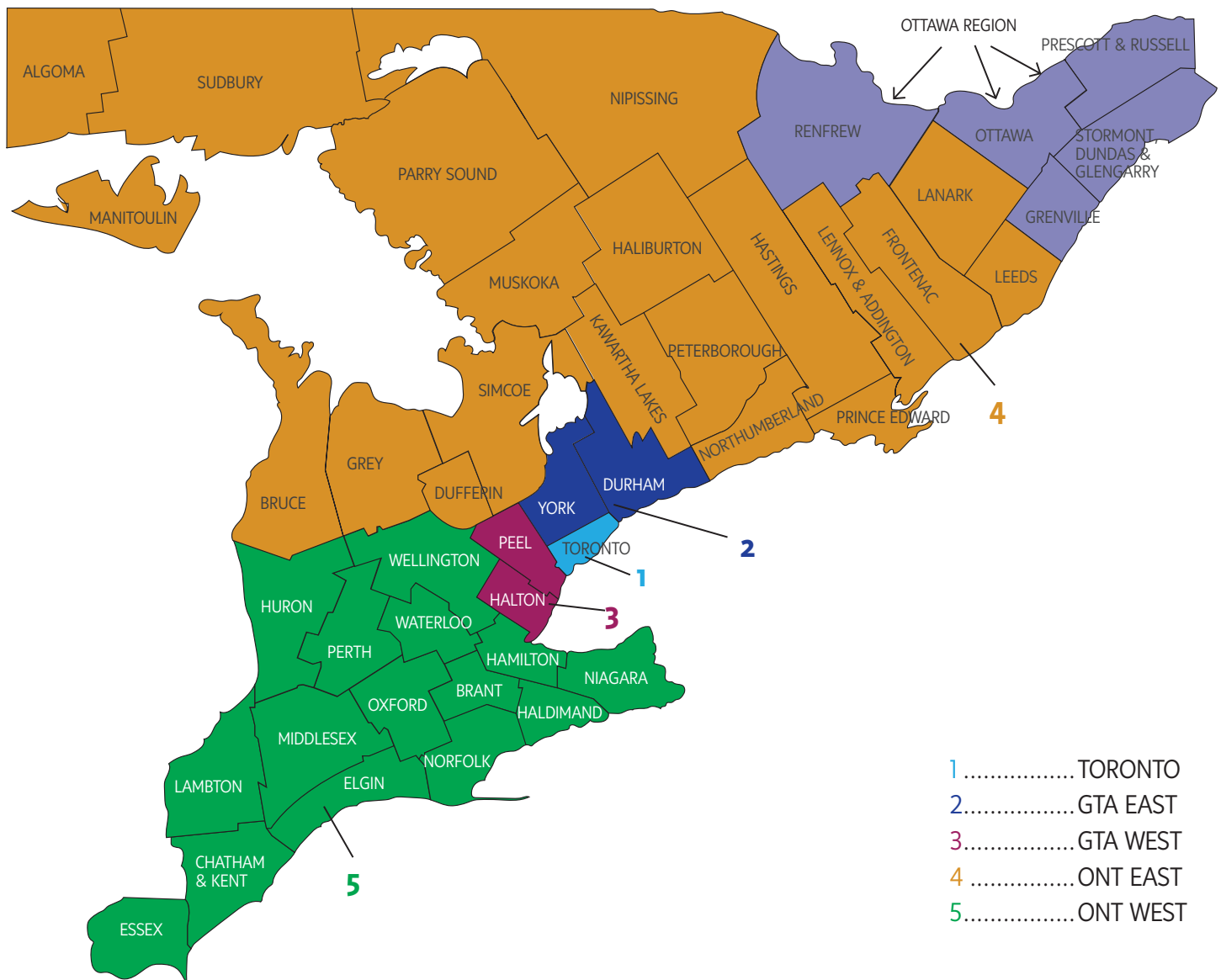
Note: Ottawa Region is serviced from the Montreal Plant.



Note: GTA includes the City of Toronto plus Durham, Halton, Peel and York Region.



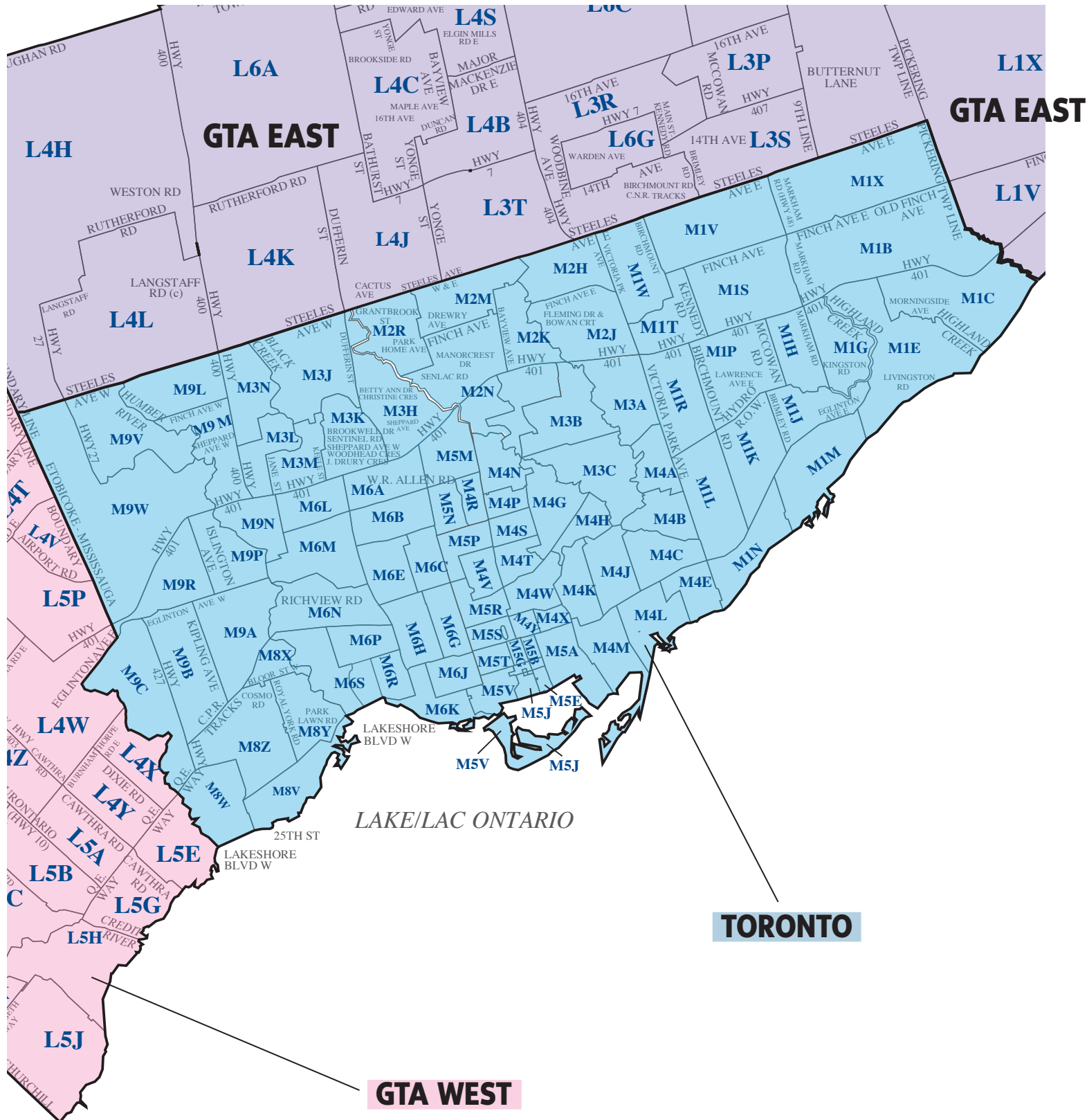
ONTARIO MAP MON-THU ONLY



Note: Ottawa Region is serviced from the Montreal Plant.



TORONTO REGION MAP MON-THU ONLY




TORONTO PLANT
TORONTO

M1B.....SCARBOROUGH - MALVERN
 M1C.....SCARBOROUGH - ROUGE HILL
 M1E.....SCARBOROUGH - GUILDWOOD
 M1G.....SCARBOROUGH - WOBURN
 M1H.....SCARBOROUGH - CEDARBRAE
 M1J.....SCARBOROUGH - SCARBOROUGH VILLAGE
 M1K.....SCARBOROUGH - KENNEDY PARK
 M1L.....SCARBOROUGH - GOLDEN MILE
 M1M.....SCARBOROUGH - CLIFFSIDE
 M1N.....SCARBOROUGH - BIRCH CLIFF
 M1P.....SCARBOROUGH - DORSET PARK
 M1R.....SCARBOROUGH - WEXFORD
 M1S.....SCARBOROUGH - AGINCOURT
 M1T.....SCARBOROUGH - CLARKS CORNERS
 M1V.....SCARBOROUGH - MILLIKEN
 M1W.....SCARBOROUGH - STEELES WEST
 M1X.....SCARBOROUGH - UPPER ROUGE
 M2H.....NORTH YORK - HILLCREST VILLAGE
 M2J.....NORTH YORK - FAIRVIEW
 M2K.....NORTH YORK - BAYVIEW VILLAGE
 M2L.....NORTH YORK - YORK MILLS
 M2M.....WILLOWDALE EAST
 M2N.....WILLOWDALE SOUTH
 M2P.....NORTH YORK - YORK MILLS WEST
 M2R.....WILLOWDALE WEST
 M3A.....NORTH YORK - YORK HEIGHTS
 M3B.....DON MILLS NORTH
 M3C.....DON MILLS SOUTH
 M3H.....NORTH YORK - BATHURST MANOR
 M3J.....NORTH YORK - NORTHWOOD
 M3K.....DOWNSVIEW EAST
 M3L.....DOWNSVIEW WEST
 M3M.....DOWNSVIEW CENTRAL
 M3N.....DOWNSVIEW NW
 M4A.....NORTH YORK - SWEENEY PARK
 M4B.....EAST YORK - PARKVIEW HILL
 M4C.....EAST YORK - WOODBINE HEIGHTS
 M4E.....EAST TORONTO - EAST BEACHES
 M4G.....EAST YORK - LEASIDE
 M4H.....EAST YORK - THORNCLIFFE PARK
 M4J.....EAST TORONTO - DANFORTH EAST
 M4K.....EAST TORONTO - DANFORTH WEST
 M4L.....EAST TORONTO - WEST BEACHES
 M4M.....EAST TORONTO - STUDIO DISTRICT
 M4N.....CENTRAL TORONTO - LAWRENCE PARK
 M4P.....CENTRAL TORONTO - DAVISVILLE NORTH
 M4R.....CENTRAL TORONTO - NORTH TORONTO WEST
 M4S.....CENTRAL TORONTO - DAVISVILLE
 M4T.....CENTRAL TORONTO - MOORE PARK
 M4V.....CENTRAL TORONTO - SUMMERHILL
 M4W.....DOWNTOWN TORONTO - ROSEDALE
 M4X.....DOWNTOWN TORONTO - CABBAGETOWN
 M4Y.....DOWNTOWN TORONTO - CHURCH/WELLESLEY
 M5A.....DOWNTOWN TORONTO - REGENT PARK
 M5B.....DOWNTOWN TORONTO - RYERSON
 M5C.....DOWNTOWN TORONTO - ST JAMES TOWN
 M5E.....DOWNTOWN - BERCZY PARK

M5G.....DOWNTOWN TORONTO - CENTRAL BAY STREET
 M5H.....DOWNTOWN TORONTO - RICHMOND/ADELAIDE
 M5J.....DOWNTOWN TORONTO - HARBOURFRONT
 M5M.....NORTH YORK - BEDFORD PARK
 M5N.....CENTRAL TORONTO - ROSELAWN
 M5P.....CENTRAL TORONTO - FOREST HILL
 M5R.....CENTRAL TORONTO - ANNEX
 M5S.....DOWNTOWN TORONTO - UNIV OF TORONTO
 M5T.....DOWNTOWN TORONTO - KENSINGTON
 M5V.....DOWNTOWN TORONTO - KING/SPADINA
 M6A.....NORTH YORK - LAWRENCE MANOR
 M6B.....NORTH YORK - GLENCAIRN
 M6C.....YORK - HUMEWOOD
 M6E.....YORK - CALEDONIA
 M6G.....DOWNTOWN TORONTO - CHRISTIE
 M6H.....WEST TORONTO - DUFFERIN
 M6J.....WEST TORONTO - TRINITY
 M6K.....WEST TORONTO - EXHIBITION
 M6L.....NORTH YORK - NORTH PARK
 M6M.....YORK - KEELESDALE
 M6N.....YORK - JUNCTION
 M6P.....WEST TORONTO - HIGH PARK
 M6R.....WEST TORONTO - PARKDALE
 M6S.....WEST TORONTO - RUNNYMEDE
 M8V.....ETOBICOKE - MIMICO
 M8W.....ETOBICOKE - LONG BRANCH
 M8X.....ETOBICOKE - KINGSWAY
 M8Y.....ETOBICOKE - OLD MILL
 M8Z.....ETOBICOKE - QUEENSWAY
 M9A.....ETOBICOKE - ISLINGTON
 M9B.....ETOBICOKE - MARTIN GROVE
 M9C.....ETOBICOKE - BURNHAMPTORPE
 M9L.....NORTH YORK - HUMBER
 M9M.....NORTH YORK - HUMBERLEA
 M9N.....WESTON
 M9P.....ETOBICOKE - WESTMOUNT
 M9R.....ETOBICOKE - RICHVIEW
 M9V.....ETOBICOKE - HUMBERGATE
 M9W.....ETOBICOKE - REXDALE

FSAs included within a specific delivery zone are subject to change.


TORONTO PLANT
GTA EAST

LoB.....EAST DURHAM
LoC.....WEST DURHAM
LoE.....LAKE SIMCOE SE SHORE
LoG.....ONTARIO CENTRE
LoH.....WHITBY REGION
LiB.....BOWMANVILLE EAST
LiC.....BOWMANVILLE WEST
LiE.....COURTICE
LiG.....OSHAWA CENTRAL
LiH.....OSHAWA SE
LiJ.....OSHAWA SW
LiK.....OSHAWA EAST
LiM.....WHITBY NORTH
LiN.....WHITBY SE
LiP.....WHITBY SW
LiR.....WHITBY CENTRAL
LiS.....AJAX SW
LiT.....AJAX NW
LiV.....PICKERING SW
LiW.....PICKERING SOUTH
LiX.....PICKERING CENTRAL
LiY.....PICKERING NORTH
LiZ.....AJAX EAST
L3P.....MARKHAM CENTRAL
L3R.....MARKHAM OUTER SW
L3S.....MARKHAM - ARMADALE
L3T.....THORNHILL EAST
L3X.....NEWMARKET SW
L3Y.....NEWMARKET NE
L3Z.....BRADFORD
L4A.....STOUFFVILLE
L4B.....RICHMOND HILL SE
L4C.....RICHMOND HILL SW
L4E.....RICHMOND HILL NORTH
L4G.....AURORA
L4H.....WOODBIDGE NORTH
L4J.....THORNHILL WEST
L4K.....CONCORD
L4L.....WOODBIDGE SOUTH
L4P.....KESWICK
L4S.....RICHMOND HILL CENTRAL
L6A.....MAPLE
L6B.....MARKHAM EAST
L6C.....MARKHAM NW
L6E.....MARKHAM NE
L6G.....MARKHAM CENTRE
L7B.....KING CITY
L9L.....PORT PERRY
L9N.....HOLLAND LANDING
L9P.....UXBRIDGE

GTA WEST

LoP.....HALTON REGION
L4T.....MISSISSAUGA - MALTON
L4V.....MISSISSAUGA - WILDWOOD
L4W.....MISSISSAUGA - MATHESON
L4X.....MISSISSAUGA - EAST APPLEWOOD
L4Y.....MISSISSAUGA - WEST APPLEWOOD
L4Z.....MISSISSAUGA - RATHWOOD
L5A.....MISSISSAUGA - EAST COOKSVILLE
L5B.....MISSISSAUGA - WEST COOKSVILLE
L5C.....MISSISSAUGA - CREDITVIEW
L5C.....MISSISSAUGA - CREDITVIEW
L5E.....MISSISSAUGA - CENTRAL LAKEVIEW
L5G.....MISSISSAUGA - SW LAKEVIEW
L5H.....MISSISSAUGA - PORT CREDIT
L5J.....MISSISSAUGA - CLARKSON
L5K.....MISSISSAUGA - WEST SHERIDAN
L5L.....MISSISSAUGA - ERIN MILLS
L5M.....MISSISSAUGA - CHURCHILL MEADOWS
L5N.....MISSISSAUGA - LISGAR
L5R.....MISSISSAUGA - WEST HURONTARIO
L5S.....MISSISSAUGA - CARDIFF
L5T.....MISSISSAUGA - COURTNEY PARK
L5V.....MISSISSAUGA - EAST CREDIT
L5W.....MISSISSAUGA - MEADOWVALE
L6H.....OAKVILLE NORTH
L6J.....OAKVILLE NE
L6K.....OAKVILLE EAST
L6L.....OAKVILLE SOUTH
L6M.....OAKVILLE WEST
L6P.....BRAMPTON NORTH
L6R.....BRAMPTON NW
L6S.....BRAMPTON NORTH CENTRAL
L6T.....BRAMPTON EAST
L6V.....BRAMPTON CENTRAL
L6W.....BRAMPTON SE
L6X.....BRAMPTON SW
L6Y.....BRAMPTON SOUTH
L6Z.....BRAMPTON WEST CENTRAL
L7A.....BRAMPTON WEST
L7C.....CALEDON
L7E.....BOLTON
L7G.....GEORGETOWN
L7J.....ACTON
L7K.....CALEDON VILLAGE
L7L.....BURLINGTON NE
L7M.....BURLINGTON NORTH
L7N.....BURLINGTON EAST
L7P.....BURLINGTON WEST
L7R.....BURLINGTON SE
L7S.....BURLINGTON SOUTH
L7T.....BURLINGTON SW
L9E.....MILTON SOUTH
L9T.....MILTON

FSAs included within a specific delivery zone are subject to change.


TORONTO PLANT
ONT EAST

KoE SOUTH LEEDS - GRENVILLE
 KoH FRONTENAC - ADDINGTON
 KoK QUINTE - PRINCE EDWARD COUNTY
 KoL PETERBOROUGH - NORTH HASTINGS
 KoM KAWARTHA - HALIBURTON
 K7A SMITHS FALLS
 K7G GANANOQUE
 K7H PERTH
 K7K KINGSTON - PITTSBURGH
 K7L KINGSTON - DOWNTOWN
 K7M KINGSTON - REDDENDALE
 K7N AMHERSTVIEW
 K7P KINGSTON - WESTBROOK
 K7R NAPANEE
 K8N BELLEVILLE EAST
 K8P BELLEVILLE WEST
 K8V TRENTON
 K9A COBOURG
 K9H PETERBOROUGH CENTRAL
 K9J PETERBOROUGH SOUTH
 K9K PETERBOROUGH - FAIRBAIRN
 K9L PETERBOROUGH - TERRA VIEW
 K9V LINDSAY
 LoK LAKE SIMCOE NORTH
 LoL LAKE SIMCOE WEST SHORE
 LoL LAKE SIMCOE WEST
 L1A PORT HOPE
 L3V ORILLIA
 L4M BARRIE NORTH
 L4N BARRIE SOUTH
 L4R MIDLAND
 L9M PENETANGUISHENE
 L9R ALLISTON
 L9S INNISFIL
 L9V ORANGEVILLE NORTH
 L9W ORANGEVILLE SOUTH
 L9X SPRINGWATER
 L9Y COLLINGWOOD
 L9Z WASAGA BEACH
 NoB WELLINGTON
 NoH BRUCE
 N4K OWEN SOUND
 N4L MEAFORD
 PoM ALGOMA
 P1A NORTH BAY SOUTH
 P1B NORTH BAY CENTRAL
 P1C NORTH BAY NORTH
 P1H HUNTSVILLE
 P1L BRACEBRIDGE
 P2A PARRY SOUND
 P3A SUDBURY NEW SUDBURY
 P3B SUDBURY DOWNTOWN
 P3C SUDBURY WEST END
 P3E SUDBURY LOCKERBY
 P3G SUDBURY MCFARLANE LAKE
 P3P SUDBURY HANMER
 P3Y SUDBURY LIVELY

ONT WEST

LoR EAST HALIDIMAND
 LoS SOUTH NIAGARA
 L2A FORT ERIE
 L2E NIAGARA FALLS CENTRAL
 L2G NIAGARA FALLS SE
 L2H NIAGARA FALLS WEST
 L2J NIAGARA FALLS NORTH
 L2M ST CATHERINES - PORT WELLER
 L2N ST CATHERINES - PORT DALHOUSIE
 L2P ST CATHERINES - EAST QUEENSTON
 L2R ST CATHERINES - DOWNTOWN
 L2S ST CATHERINES - SE MARTINDALE
 L2T ST CATHERINES - SOUTH GLENRIDGE
 L2V ST CATHERINES - THOROLD
 L2W ST CATHERINES - SW MARTINDALE
 L3B WELLAND EAST
 L3C WELLAND WEST
 L3K PORT COLBORNE
 L3M GRIMSBY
 L8B WATERDOWN
 L8E HAMILTON - CONFEDERATION PARK
 L8G HAMILTON - GREENFORD
 L8H HAMILTON - WEST KENTLY
 L8J HAMILTON - EAST ALBION
 L8K HAMILTON - EAST DELTA
 L8L HAMILTON - INDUSTRIAL SECTOR
 L8M HAMILTON - WEST DELTA
 L8N HAMILTON - STINSON
 L8P HAMILTON - DURAND
 L8R HAMILTON - CENTRAL
 L8S HAMILTON - WESTDALE
 L8T HAMILTON - SHERWOOD
 L8V HAMILTON - RALEIGH
 L8W HAMILTON - WEST ALBION
 L9A HAMILTON - CRERAR
 L9B HAMILTON - BARNSTOWN
 L9C HAMILTON - SOUTHAM
 L9G ANCASTER WEST
 L9H DUNDAS
 L9K ANCASTER EAST
 NoA WEST HALDIMAND
 NoB WELLINGTON
 NoE BRANT AND NORFOLK
 NoN LAMBTON
 NoR ESSEX
 N1A DUNNVILLE
 N1C GUELPH SOUTH
 N1E GUELPH NORTH
 N1G GUELPH CENTRAL
 N1H GUELPH NW
 N1K GUELPH WEST
 N1L GUELPH EAST
 N1M FERGUS
 N1R CAMBRIDGE CENTRAL
 N1S CAMBRIDGE SW
 N1T CAMBRIDGE EAST
 N2A KITCHENER EAST

FSA's included within a specific delivery zone are subject to change.


TORONTO PLANT
ONT WEST (CONT'D)

N2BKITCHENER NE
 N2CKITCHENER SOUTH CENTRAL
 N2EKITCHENER SW
 N2GKITCHENER CENTRAL
 N2HKITCHENER NORTH CENTRAL
 N2JWATERLOO SE
 N2KWATERLOO EAST
 N2LWATERLOO SOUTH
 N2MKITCHENER NW
 N2NKITCHENER WEST
 N2PKITCHENER SE
 N2RKITCHENER SOUTH
 N2TWATERLOO SW
 N2VWATERLOO NW
 N3ABADEN
 N3BELMIRA
 N3CCAMBRIDGE NE
 N3ECAMBRIDGE NW
 N3HCAMBRIDGE WEST
 N3LPARIS
 N3PBRANTFORD NE
 N3RBRANTFORD CENTRAL
 N3SBRANTFORD SE
 N3TBRANTFORD SW
 N3WCALEDONIA
 N3YSIMCOE
 N4GTILLSONBURG
 N4SWOODSTOCK CENTRAL
 N4TWOODSTOCK NORTH
 N4VWOODSTOCK SOUTH
 N4XST MARYS
 N4ZSTRATFORD SOUTH
 N5ASTRATFORD NORTH
 N5CINGERSOLL
 N5PST THOMAS NORTH
 N5RST THOMAS SOUTH
 N5VLONDON NE
 N5WLONDON EAST
 N5XLONDON FANSHAWE
 N5YLONDON WEST HURON
 N5ZLONDON GLEN CAIRN
 N6ALONDON NORTH
 N6BLONDON CENTRAL
 N6CLONDON SOUTH
 N6ELONDON SW
 N6GLONDON SUNNINGDALE
 N6HLONDON WEST
 N6JLONDON SOUTHCREST
 N6KLONDON RIVERBEND
 N6LLONDON EAST TEMPO
 N6PLONDON TALBOT
 N7AGODERICH
 N7LCHATHAM NW
 N7MCHATHAM SE

ONT WEST (CONT'D)

N7SSARNIA CENTRAL
 N7TSARNIA SW
 N7VSARNIA NW
 N7XSARNIA NE
 N8HLEAMINGTON
 N8NTECUMSEH OUTSKIRTS
 N8PWINDSOR EAST RIVERSIDE
 N8RWINDSOR EAST FOREST GLADE
 N8SWINDSOR RIVERSIDE
 N8TWINDSOR WEST FOREST GLADE
 N8WWINDSOR SOUTH WALKERVILLE
 N8XWINDSOR SOUTH CENTRAL
 N8YWINDSOR EAST
 N9AWINDSOR CITY CENTRE
 N9BWINDSOR UNIVERSITY
 N9CWINDSOR SANDWICH
 N9EWINDSOR SOUTH WALKERVILLE
 N9GWINDSOR ROSELAND
 N9HLA SALLE EAST
 N9JLA SALLE WEST
 N9VAMHERSTBURG


MONTREAL PLANT
OTTAWA

KoA NATIONAL CAPITAL REGION
 KoG RIDEAU LAKES
 K1A GOVT OF CANADA
 K1B OTTAWA - BLACKBURN
 K1C OTTAWA - ORLEANS
 K1E OTTAWA - QUEENSWOOD
 K1G OTTAWA - RIVERVIEW
 K1H OTTAWA - ALTA VISTA
 K1J OTTAWA - BEACONHILL
 K1K OTTAWA - OVERBROOK
 K1L OTTAWA - VANIER
 K1M OTTAWA - ROCKCLIFFE
 K1N OTTAWA - LOWER TOWN
 K1R OTTAWA - DALHOUSIE
 K1S OTTAWA - THE GLEBE
 K1T OTTAWA - BLOSSOM PARK
 K1V OTTAWA - HERON GATE
 K1W OTTAWA - CHAPEL HILL
 K1Y OTTAWA - CIVIC HOSPITAL
 K1Z OTTAWA - WESTBORO
 K2A OTTAWA - HIGHLAND PARK
 K2B OTTAWA - BRITANNIA
 K2C OTTAWA - QUEENSWAY
 K2E OTTAWA - EAST
 K2G OTTAWA - DAVIDSON
 K2H OTTAWA - BELLS CORNERS
 K2J OTTAWA - BARRHAVEN
 K2K OTTAWA - BEAVERBROOK
 K2L OTTAWA - KATIMAVIK
 K2M OTTAWA - BRIDLEWOOD
 K2P OTTAWA - CENTRE TOWN
 K2R OTTAWA - FALLOWFIELD
 K2S OTTAWA - STITTSVILLE
 K2T OTTAWA - MARCHWOOD
 K2V OTTAWA - TERRY FOX
 K2W OTTAWA - NORTH MARCH
 K4A OTTAWA - FALLINGBROOK
 K4C OTTAWA - CUMBERLAND
 K4M OTTAWA - MANOTICK
 K4P OTTAWA - GREELEY
 K7C CARLETON PLACE

QUEBEC

H1G MONTREAL-NORD NORTH
 H1K ANJOU EAST
 H1M MERCIER WEST
 H1T ROSEMOUNT NORTH
 H1W HOCHELAGA
 H1X ROSEMOUNT CENTRAL
 H2G PETITE-PATRIE NE
 H2J PLATEAU MONT-ROYAL NORTH CENTRAL
 H2L CENTRAL-SUD SOUTH
 H2R VILLERAY SE
 H2S PETITE-PATRIE SW
 H2T PLATEAU MONT-ROYAL WEST
 H2V OUTREMONT
 H2W PLATEAU MONT-ROYAL SOUTH CENTRAL

QUEBEC (CONT'D)

H2X PLATEAU MONT-ROYAL SE
 H2Y OLD MONTREAL
 H3A DOWNTOWN MONTREAL NORTH
 H3C GRIFFINTOWN
 H3E L'ILE-DES-SOEURS
 H3G DOWNTOWN MONTREAL SE
 H3H DOWNTOWN MONTREAL SW
 H3J PETITE-BOURGOGNE
 H3L AHUNTSIC SW
 H3M CARTIERVILLE NE
 H3N PARC-EXTENSION
 H3P MOUNT ROYAL NORTH
 H3R MOUNT ROYAL CENTRAL
 H3S COTE-DES-NEIGES NORTH
 H3T COTE-DES-NEIGES NE
 H3V COTE-DES-NEIGES EAST
 H3W COTE-DES-NEIGES SW
 H3X HAMPSTEAD / COTE SAINT-LUC
 H3Y WESTMOUNT NORTH
 H3Z WESTMOUNT SOUTH
 H4A NOTRE-DAME-DE-GRACE NE
 H4B NOTRE-DAME-DE-GRACE SW
 H4C SAINT-HENRI
 H4G VERDUN NORTH
 H4H VERDUN SOUTH
 H4K CARTIERVILLE SW
 H4L SAINT-LAURENT INNER NE
 H4M SAINT-LAURENT EAST
 H4N SAINT-LAURENT OUTER NE
 H4P MOUNT ROYAL SOUTH
 H4R SAINT-LAURENT CENTRAL
 H4S SAINT-LAURENT SW
 H4T SAINT-LAURENT SE
 H4V COTE-SAINT-LUC WEST
 H4W COTE-SAINT-LUC EAST
 H4X MONTREAL WEST
 H7E DUVERNAY
 H7K AUTEUIL SOUTH
 H7L SAINTE-ROSE
 H7M VIMONT
 H7T CHOMEDEY NW
 H7V CHOMEDEY EAST
 H7W CHOMEDEY SOUTH
 H7X SAINTE-DOROTHEE
 H7Y ILES-LAVAL
 H8N LASALLE NW
 H8P LASALLE SE
 H8S LACHINE EAST
 H8T LACHINE WEST
 H8Y ROXBORO
 H8Z PIERREFONDS
 H9A DOLLARD-DES-ORMEAUX NW
 H9B DOLLARD-DES-ORMEAUX EAST
 H9C L'ILE-BIZARD NE
 H9E L'ILE-BIZARD SW
 H9G DOLLARD-DES-ORMEAUX SW
 H9H SAINTE-GENEVIEVE/PIERREFONDS

FSAs included within a specific delivery zone are subject to change.


MONTREAL PLANT
QUEBEC (CONT'D)

H9J.....KIRKLAND
 H9P.....DORVAL OUTSKIRTS
 H9R.....POINTE-CLAIRE
 H9S.....DORVAL/L'ILE DORVAL
 H9W.....BEACONSFIELD
 H9X.....SAINTE-ANNE-DE-BELLEVUE
 J0P.....VAUDREUIL-SOULANGES
 J3H.....BELOEIL WEST
 J3V.....SAINT-BRUNO-DE-MONTARVILLE
 J4B.....BOUCHERVILLE
 J4H.....LONGUEUIL WEST
 J4J.....LONGUEUIL CENTRAL
 J4L.....LONGUEUIL SE
 J4N.....LONGUEUIL NE
 J4P.....SAINT-LAMBERT NORTH
 J4R.....SAINT-LAMBERT CENTRAL
 J4S.....SAINT-LAMBERT SOUTH
 J4V.....GREENFIELD PARK
 J4W.....BROSSARD NW
 J4X.....BROSSARD SW
 J4Y.....BROSSARD SOUTH
 J4Z.....BROSSARD NE
 J5R.....LA PRAIRIE
 J7A.....SAINTE-THERESE-DE-BLAINVILLE EAST
 J7T.....VAUDREUIL-DORION RCM
 J7V.....VAUDREUIL-DORION
 J8T.....GATINEAU SW
 J8V.....GATINEAU NW
 J8X.....HULL SE
 J8Y.....HULL CENTRAL
 J8Z.....HULL NORTH
 J9A.....HULL SW
 J9B.....CHELSEA
 J9H.....AYLMER SOUTH
 J9J.....AYLMER NORTH

WINNIPEG PLANT
MANITOBA

R2C.....WINNIPEG - TRANSCONA
 R2E.....EAST ST. PAUL
 R2G.....WINNIPEG - RIVER EAST NORTH
 R2H.....WINNIPEG - ST BONIFACE NW
 R2J.....WINNIPEG - ST BONIFACE NE
 R2K.....WINNIPEG - RIVER EAST CENTRAL
 R2L.....WINNIPEG - RIVER EAST SOUTH
 R2M.....WINNIPEG - ST VITAL NORTH
 R2N.....WINNIPEG - ST VITAL SW
 R2P.....WINNIPEG - SEVEN OAKS WEST
 R2R.....WINNIPEG - INKSTER WEST
 R2V.....WINNIPEG - SEVEN OAKS EAST
 R2W.....WINNIPEG - POINT DOUGLAS EAST
 R2X.....WINNIPEG - POINT DOUGLAS WEST
 R2Y.....WINNIPEG - ST JAMES ASSINIBOIA NW
 R3B.....WINNIPEG - CHINATOWN
 R3C.....WINNIPEG - BROADWAY
 R3G.....WINNIPEG - MINTO
 R3H.....WINNIPEG - ST JAMES ASSINIBOIA NE
 R3J.....WINNIPEG - ST JAMES ASSINIBOIA SE
 R3K.....WINNIPEG - ST JAMES ASSINIBOIA SW
 R3L.....WINNIPEG - RIVER HEIGHTS EAST
 R3M.....WINNIPEG - CRESCENTWOOD
 R3N.....WINNIPEG - RIVER HEIGHTS WEST
 R3P.....WINNIPEG - FT GARRY NW
 R3R.....WINNIPEG - ASSINIBOINE SOUTH
 R3S.....WINNIPEG - WILKES SOUTH
 R3T.....WINNIPEG - FORT GARRY NW
 R3V.....WINNIPEG - FORT GARRY SOUTH
 R3X.....WINNIPEG - ST BONIFACE SOUTH
 R3Y.....WINNIPEG - FORT GARRY WEST
 R7A.....BRANDON EAST
 R7B.....BRANDON SOUTH
 R7C.....BRANDON NW

SASKATCHEWAN

S4N.....REGINA NE AND EAST CENTRAL
 S4P.....REGINA CENTRAL
 S4R.....REGINA NORTH CENTRAL
 S4S.....REGINA SOUTH
 S4T.....REGINA WEST
 S4V.....REGINA SE
 S4W.....REGINA SW
 S4X.....REGINA NW
 S4Y.....REGINA OUTER NW
 S7H.....SASKATOON EAST CENTRAL
 S7J.....SASKATOON SOUTH CENTRAL
 S7K.....SASKATOON NORTH CENTRAL
 S7L.....SASKATOON WEST
 S7M.....SASKATOON SOUTHWEST
 S7N.....SASKATOON NE CENTRAL
 S7S.....SASKATOON NE
 S7T.....SASKATOON SOUTH
 S7V.....SASKATOON SE
 S7W.....SASKATOON CITY CENTRE

FSAs included within a specific delivery zone are subject to change.


CALGARY PLANT
EDMONTON

T4NRED DEER CENTRAL
 T4PRED DEER NORTH
 T4RRED DEER SOUTH
 T5AEDMONTON WEST CLAREVIEW
 T5BEDMONTON EAST NORTH CENTRAL
 T5CEDMONTON CENTRAL LONDONDERRY
 T5EEDMONTON WEST LONDONDERRY
 T5GEDMONTON NORTH CENTRAL
 T5HEDMONTON NORTH AND EAST DOWNTOWN
 T5JEDMONTON NORTH DOWNTOWN
 T5KEDMONTON SOUTH DOWNTOWN
 T5LEDMONTON NORTH WESTMOUNT
 T5MEDMONTON SOUTH WESTMOUNT
 T5NEDMONTON GLENORA
 T5PEDMONTON NORTH JASPER
 T5REDMONTON CENTRAL JASPER
 T5SEDMONTON WEST NORTHWEST
 T5TEDMONTON WEST JASPER
 T5WEDMONTON CENTRAL BEVERLY
 T5XEDMONTON EAST CASTLEDOWNS
 T5YEDMONTON LANDBANK
 T5ZEDMONTON WEST LAKE
 T6AEDMONTON NORTH CAPILANO
 T6BEDMONTON SE CAPILANO
 T6CEDMONTON CENTRAL BONNIE DOON
 T6EEDMONTON SOUTH BONNIE DOON
 T6GEDMONTON WEST UNIVERSITY
 T6HEDMONTON SOUTHGATE
 T6JEDMONTON KASKIYATO
 T6KEDMONTON WEST MILL
 T6LEDMONTON EAST MILL
 T6MEDMONTON SOUTHWEST
 T6NEDMONTON SOTH INDUSTRIAL
 T6REDMONTON RIVERBEND
 T6TEDMONTON MEADOWS
 T6WEDMONTON HERITAGE VALLEY
 T6XEDMONTON ELLERSLIE
 T7XSPRUCE GROVE NORTH
 T7ZSTONEY PLAIN
 T8ASHERWOOD PARK WEST
 T8BSHERWOOD PARK OUTER SOUTHWEST
 T8HSHERWOOD PARK NORTHWEST
 T8LFORT SASKATCHEWAN
 T8NST ALBERT
 T9ELEDUC

CALGARY

T1AMEDICINE HAT CENTRAL
 T1BMEDICINE HAT SOUTH
 T1CMEDICINE HAT NORTH
 T1HLETHBRIDGE NORTH
 T1JLETHBRIDGE WEST/CENTRAL
 T1KLETHBRIDGE WEST/SOUTH
 T1SOKOTOKS
 T1WCANMORE
 T1YCALGARY RUNDLE
 T2ACALGARY PENBROOKE
 T2CCALGARY LYNNWOOD
 T2ECALGARY BRIDGELAND
 T2GCALGARY INGLEWOOD
 T2HCALGARY HIGHFIELD
 T2JCALGARY QUEENSLAND
 T2KCALGARY THORNCLIFFE
 T2LCALGARY BRENTWOOD
 T2MCALGARY MOUNT PLEASANT
 T2NCALGARY KENSINGTON
 T2RCALGARY CONNAUGHT
 T2SCALGARY ELBOW PARK
 T2TCALGARY SOUTH
 T2VCALGARY OAKRIDGE
 T2WCALGARY BRAESIDE
 T2XCALGARY MIDNAPORE
 T2YCALGARY MILLRISE
 T2ZCALGARY DOUGLAS GLEN
 T3ACALGARY DALHOUSIE
 T3BCALGARY MONTGOMERY
 T3CCALGARY ROSSCARROCK
 T3ECALGARY LAKEVIEW
 T3GCALGARY HAWKWOOD
 T3HCALGARY DISCOVERY RIDGE
 T3JCALGARY MARTINDALE
 T3KCALGARY SANDSTONE
 T3LCALGARY TUSCANY
 T3MCALGARY CRANSTON
 T3PCALGARY SYMONS
 T3RCALGARY NORTHWEST
 T3ZREDWOOD MEADOWS
 T4AAIRDRIE EAST
 T4BAIRDRIE WEST
 T4CCOCHRANE

FSAs included within a specific delivery zone are subject to change.


VANCOUVER PLANT
VANCOUVER

VoH.....SE OKANAGAN
 VoM.....HARRISON LAKE
 VoN.....GIBSONS
 ViB.....VERNON EAST
 ViH.....VERNON WEST
 ViM.....LANGLEY NORTH
 ViS.....KAMLOOPS SW
 ViT.....VERNON CENTRAL
 ViV.....KELOWNA NORTH
 ViW.....KELOWNA SW
 ViX.....KELOWNA EAST CENTRAL
 ViY.....KELOWNA CENTRAL
 ViZ.....KELOWNA WEST
 V2A.....PENTICTON
 V2B.....KAMLOOPS NW
 V2C.....KAMLOOPS CENTRAL AND SE
 V2E.....KAMLOOPS SOUTH AND WEST
 V2H.....KAMLOOPS NORTH
 V2P.....CHILLIWACK CENTRAL
 V2R.....CHILLIWACK WEST
 V2S.....ABBOTSFORD SE
 V2T.....ABBOTSFORD SW
 V2V.....MISSION EAST
 V2X.....MAPLE RIDGE WEST
 V2Y.....LANGLEY
 V2Z.....LANGLEY SW
 V3A.....LANGLEY CITY
 V3B.....PORT COQUITLAM CENTRAL
 V3C.....PORT COQUITLAM SOUTH
 V3E.....PORT COQUITLAM NORTH
 V3G.....ABBOTSFORD EAST
 V3H.....PORT MOODY
 V3J.....COQUITLAM NORTH
 V3K.....COQUITLAM SOUTH
 V3L.....NEW WESTMINSTER NE
 V3M.....NEW WESTMINSTER SW - ANNACIS
 V3N.....BURNABY
 V3R.....SURREY NORTH
 V3S.....SURREY EAST
 V3T.....SURREY INNER NW
 V3V.....SURREY OUTER NW
 V3W.....SURREY UPPER WEST
 V3X.....SURREY LOWER WEST
 V3Y.....PITT MEADOWS
 V3Z.....SURREY
 V4A.....SURREY SW
 V4B.....WHITE ROCK
 V4C.....DELTA NE
 V4E.....DELTA EAST
 V4K.....DELTA NW
 V4L.....DELTA SE
 V4M.....DELTA SW
 V4N.....SURREY NE
 V4P.....SURREY SOUTH
 V4T.....WESTBANK
 V4V.....WINFIELD
 V4W.....LANGLEY EAST

VANCOUVER (CONT'D)

V4X.....ABBOTSFORD WEST
 V5A.....BURNABY LAKE CITY
 V5B.....BURNABY PARKCREST
 V5C.....BURNABY HEIGHTS
 V5E.....BURNABY LAKEVIEW
 V5G.....BURNABY CASCADE
 V5H.....BURNABY MAYWOOD
 V5J.....BURNABY SUNCREST
 V5K.....VANCOUVER NORTH HASTINGS
 V5L.....VANCOUVER NORTH GRANDVIEW
 V5M.....VANCOUVER SOUTH HASTINGS
 V5N.....VANCOUVER SOUTH GRANDVIEW
 V5P.....VANCOUVER SE
 V5R.....VANCOUVER SOUTH
 V5S.....VANCOUVER KILLARNY
 V5T.....VANCOUVER EAST MOUNT PLEASANT
 V5V.....VANCOUVER WEST KENSINGTON
 V5W.....VANCOUVER RILEY PARK
 V5X.....VANCOUVER OAKRIDGE
 V5Y.....VANCOUVER WEST MOUNT PLEASANT
 V5Z.....VANCOUVER EAST FAIRVIEW
 V6A.....VANCOUVER STRATHCONA
 V6B.....VANCOUVER DOWNTOWN
 V6C.....VANCOUVER WATERFRONT
 V6E.....VANCOUVER SE WEST END
 V6G.....VANCOUVER NW WEST END
 V6H.....VANCOUVER WEST FAIRVIEW
 V6J.....VANCOUVER NW SHAUGHNESSY
 V6K.....VANCOUVER KITSILANO
 V6L.....VANCOUVER ARBUTUS RIDGE
 V6M.....VANCOUVER NW OAKRIDGE
 V6N.....VANCOUVER WEST KERRISDALE
 V6P.....VANCOUVER SE KERRISDALE
 V6R.....VANCOUVER REFREW
 V6S.....VANCOUVER DUNDAR
 V6T.....VANCOUVER UBC
 V6V.....RICHMOND NE
 V6W.....RICHMOND SE
 V6X.....RICHMOND NORTH
 V6Y.....RICHMOND CENTRAL
 V6Z.....VANCOUVER SW DOWNTOWN
 V7A.....RICHMOND SOUTH
 V7C.....RICHMOND NW
 V7E.....RICHMOND SW
 V7G.....NORTH VANCOUVER OUTER EAST
 V7H.....NORTH VANCOUVER INNER EAST
 V7J.....NORTH VANCOUVER EAST CENTRAL
 V7K.....NORTH VANCOUVER NORTH CENTRAL
 V7L.....NORTH VANCOUVER SOUTH CENTRAL
 V7M.....NORTH VANCOUVER SW CENTRAL
 V7N.....NORTH VANCOUVER NW CENTRAL
 V7P.....NORTH VANCOUVER SW
 V7R.....NORTH VANCOUVER NW
 V7S.....WEST VANCOUVER NORTH
 V7T.....WEST VANCOUVER SE
 V7V.....WEST VANCOUVER SOUTH
 V7W.....WEST VANCOUVER WEST

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VANCOUVER PLANT

VICTORIA

VoRCENTRAL VANC ISLAND
V8LVICTORIA NORTH SAANICH
V8MVICTORIA CENTRAL SAANICH
V8NVICTORIA EAST SAANICH
V8PVICTORIA SE SAANICH
V8RVICTORIA NORTH OAK BAY
V8SVICTORIA SOUTH OAK BAY
V8TVICTORIA QUADRA
V8VVICTORIA COOK STREET
V8WVICTORIA DOWNTOWN
V8XVICTORIA SOUTH SAANICH
V8YVICTORIA NE SAANICH
V8ZVICTORIA MIDDLE SAANICH
V9AVICTORIA ESQUIMALT
V9BVICTORIA WEST HIGHLANDS
V9CVICTORIA COLWOOD
V9EVICTORIA EAST HIGHLANDS
V9GLADYSMITH
V9HCAMPBELL RIVER OUTSKIRTS
V9KQUALICUM
V9MCOMOX
V9NCOURTENAY CENTRAL
V9PPARKSVILLE
V9RNANAIMO SOUTH
V9SNANAIMO CENTRAL
V9TNANAIMO NORTH
V9VNANAIMO NW
V9WCAMPBELL RIVER CENTRAL
V9XCEDAR

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The client should supply the recommended press run amount (plus spoilage) to ensure that all copies of the newspaper are inserted. Please note that our press run numbers can fluctuate on a daily basis due to market activity. The airline copies are not inserted in the Toronto market and these amounts are not included in the press run figures. Contact your sales representative for the latest press run figures.

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 our printing plants during normal receiving hours. No deliveries will be accepted on Saturday, Sunday or statutory holidays.

Insert shipments do not require prior appointments for delivery except for the Vancouver Plant. Please call 604-527-9243 to make an appointment. You must provide the client name, insert title and run date. 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 past deadline or 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.

Any insert material remaining after the print run will be recycled immediately after the completion of insertion unless written arrangements are made at least five business days prior to the insertion date with The Globe and Mail. Pick-up must be completed within two business days of the insertion date.

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. Late cancellation charges up to 50% of the original order will apply to all inserts cancelled less than five days prior to insertion.

SPOILAGE
MECHANICAL INSERTS (FRIDAY ONLY)

Please supply an additional 1.5% for spoilage.

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
- Total number of copies per bundle
- 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, mwanderson@globeandmail.com or Fatima Wilson at 416-585-3325, fwilson@globeandmail.com regarding all production inquiries, cancellations or delivery delays www.globelink.ca/inserts.

PLANT ADDRESSES AND RECEIVING HOURS
Toronto Plant

The Globe and Mail
c/o TC Transcontinental Vaughan
100B Royal Group Crescent
Doors 2-6
Vaughan, Ontario L4H 1X9
7 AM - 4 PM Monday - Friday

Winnipeg Plant

The Globe and Mail
c/o The Winnipeg Free Press
1355 Mountain Avenue
Dock 2 or 3
Winnipeg, MB R2X 3B6
8 AM - 4:30 PM Monday-Friday

Montreal Plant

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

Calgary Plant

The Globe and Mail
c/o TC Transcontinental Calgary
5516 Fifth Street SE
Calgary, Alberta T2H 1L3
8 AM - 4:30 PM Monday - Friday

Vancouver Plant

The Globe and Mail
c/o TC Transcontinental Vancouver
725 Hampstead Close
Annacis Island
Delta, B.C. V3M 6R6
7 AM - 5 PM Monday - Friday
604-527-9243*
***Delivery appointment required**



SHIPPING INSTRUCTIONS – MECHANICAL FRIDAY ONLY

- All inserts scheduled for mechanical insertion should be supplied bulk on skids and must not be cross-tied. Skids should be loaded (when possible) in equal quantities per skid.
- Two to 36 page inserts printed on glossy or uncoated stock should be stacked in bundles of 4" to 8" in height. Elastic banding and boxes allowed as needed.
- Inserts over 36 pages printed on glossy or uncoated stock should be stacked in bundles of 6" to 8" in height. Elastic banding and boxes allowed as needed. No compensation - all spines must be stacked in the same direction.
- Quarterfolded inserts printed on uncoated/newsprint stocks should be stacked in bundles of 4" to 8" high. Single plastic strapping or elastic banding is required on each bundle.
- Unstable inserts over 24 pages Digest sized (or smaller) printed on glossy stock should be supplied stacked in boxes. No plastic strapping allowed on products supplied in boxes. Elastic banding allowed as needed.
- All supplements must be brick stacked with interlocking layers.
- 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.
- Folded edges should be turned towards the inside of the load whenever possible.
- 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.
- 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".

Correctly loaded skids



Incorrectly loaded skids. Additional costs will apply and damaged copies will not be inserted.





SHIPPING INSTRUCTIONS – HAND INSERTS MON-THU ONLY

MATERIAL DEADLINE

HAND INSERTS (MON-THU ONLY)

Five business days prior to the run date.

The client should supply the recommended press run amount (plus spoilage) to ensure that all copies of the newspaper are inserted. Please note that our press run numbers can fluctuate on a daily basis due to market activity. The airline copies are not inserted in the Toronto market and these amounts are not included in the press run figures. Contact your sales representative for the latest press run figures.

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 our printing plants during normal receiving hours. No deliveries will be accepted on Saturday, Sunday or statutory holidays.

Insert shipments do not require prior appointments for delivery except for the Vancouver Plant. Please call 604-527-9243 to make an appointment. You must provide the client name, insert title and run date. 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 past deadline or 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.

Any insert material remaining after the print run will be recycled immediately after the completion of insertion unless written arrangements are made at least five business days prior to the insertion date with The Globe and Mail. Pick-up must be completed within two business days of the insertion date.

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. Late cancellation charges up to 50% of the original order will apply to all inserts cancelled less than five days prior to insertion.

SPOILAGE

MECHANICAL INSERTS (MON-THU ONLY)

Please supply an additional 2% for spoilage.

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
- Total number of copies per bundle
- 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, mwanderson@globeandmail.com or Fatima Wilson at 416-585-3325, fwilson@globeandmail.com regarding all production inquiries, cancellations or delivery delays www.globelink.ca/inserts.

PLANT ADDRESSES AND RECEIVING HOURS

Toronto Plant

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The Globe and Mail
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1355 Mountain Avenue
Dock 2 or 3
Winnipeg, MB R2X 3B6
8 AM - 4:30 PM Monday-Friday

Montreal Plant

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

Calgary Plant

The Globe and Mail
c/o TC Transcontinental Calgary
5516 Fifth Street SE
Calgary, Alberta T2H 1L3
8 AM - 4:30 PM Monday - Friday

Vancouver Plant

The Globe and Mail
c/o TC Transcontinental Vancouver
725 Hampstead Close
Annacis Island
Delta, B.C. V3M 6R6
7 AM - 5 PM Monday - Friday
604-527-9243*
***Delivery appointment required**



BUNDLING CHART

HAND-INSERTS (2 - 24 pages) - cross-tied in bundles of 50*

HAND-INSERTS (over 24 pages) - cross-tied in bundles of 20*

POST-IT NOTES - supplied in pads of 50

SLEEVES - banded in bundles of 100

NOTE: Maximum bundle weight: 25 lbs. * Plastic cross-ties only – no rubber bands or cardboard boxes

- 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 4 1/2" 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".

Please contact **Michael Anderson** at 416-585-5455, mwanderson@globeandmail.com or **Fatima Wilson** at 416-585-3325, fwilson@globeandmail.com regarding all production inquiries, cancellations or delivery delays www.globelink.ca/inserts.



1) In these terms and conditions, "Publisher" means The Globe and Mail Inc. and "Advertiser" means the persons, companies, agencies or other entities placing advertising with Publisher.

2) These terms and conditions apply in respect of all advertising, including print, digital, insertions, or otherwise, and are deemed to be incorporated into every advertising agreement (also known as an insertion order) between Publisher and Advertiser. These terms and conditions shall apply in case of discrepancy between the terms and conditions and any advertising agreement. Placing an advertisement with Publisher constitutes the acceptance by Advertiser of these terms and conditions.

3) Advertiser hereby represents and warrants to Publisher that it has the full right and authority to enter into this agreement, and all advertisements provided to Publisher by Advertiser for publication under this agreement do not infringe copyright, trade-mark, personality, proprietary or any other third-party rights. By way of example but not limitation, this warranty by Advertiser covers all copyright related to any fonts used in any advertisement text, design and layout.

4) All advertisements are subject to review and approval by Publisher, including but not limited to with respect to content, subject matter, insertion date, placement, position, matter, space and location, in accordance with standards acceptable to Publisher. No contingency orders will be accepted by Publisher.

5) Publisher may require Advertiser to revise, edit or otherwise modify the advertisement, including but not limited to adding the word "advertisement", "an information supplement", or a similar title over, under or alongside any advertisement.

6) Publisher reserves the right to reject, revise, cancel, omit, discontinue, change position of, decline to publish or suspend any advertisement for any reason whatsoever in its sole discretion, without liability or penalty to Publisher, and without notice to the Advertiser. By way of example, but not limitation, Publisher in its sole discretion may:

- i) Decline to publish any advertorial advertising that is not labeled ADVERTISEMENT, includes a by-line, or is designed to resemble the editorial pages of the publication – including the use of matching fonts or brand colours;
- ii) Decline to publish any advertisement that advocates a political, social or other point of view that is not provided to Publisher at least 48 hours prior to publication deadline;
- iii) Decline to publish any advertisement that promotes a contest that fails to comply with laws and regulations relating to contests; or
- iv) Require Advertiser to upgrade, cancel or otherwise modify their insertion order within a publication, such as when Advertiser has requested an inside front cover double page spread and another advertiser requests an inside front cover gatefold position, Advertiser will be given the opportunity to upgrade its position to inside front cover gatefold position, move its double page spread to the next available double page spread, or cancel its order.

7) Advertiser is solely responsible for ensuring the advertisement (e.g. copy and materials) are received by Publisher by the deadlines specified to Advertiser. Publisher is not responsible for reviewing advertisements for quality or accuracy. Publisher is not responsible for returning advertising material to Advertiser and is not liable for the loss of advertising materials. All advertising materials produced by Publisher will remain the property of Publisher.

8) All advertising will be measured from cut-off rule to cut-off rule in respect of space, location and publication. Printing of key numbers is not guaranteed. Press limitations or other causes may

require Publisher to limit the availability of space, location, size, colour, insertion date, or other specifics of advertisement orders from time to time. Publisher reserves the right to inspect all replies solicited through any Publisher product via box numbers.

9) Publisher may at its discretion, provide electronic invoices (i.e. e-billing) and electronic images of the applicable published advertisement pages (i.e. e-tearsheets) rather than printed invoices and tearsheets to Advertiser. Failure to receive a (e-) tearsheet is not a valid reason for withholding payment

10) Publisher may, at its sole option, elect to invoice and collect payment directly from any client(s) of an Advertiser who is an advertising agency and Advertiser agrees to use its best efforts to assist in such collection. Payments shall be made to the Finance Department, Cash Office, 351 King St East, Toronto, ON M5A 0N1. All rates are stated in Canadian currency. Payment in foreign currency must be made at the prevailing Canadian rate of exchange. Any late payment shall bear interest rate allowed by law, accruing as of the first day Advertiser received notice from Publisher that such payment became overdue.

11) In the absence of an agreement to the contrary, including a credit arrangement, payment in respect of an advertisement order is due in advance of publication. The Publisher will require prepayment from any Advertiser that is an advertising agency that indicates that their client(s) is responsible for payment of the advertisement or if any kind of payment disclaimer is used or implied on advertising agency insertion orders.

12) All advertising orders are subject to credit approval by any means deemed by Publisher. The reasonable withholding of credit approval by Publisher shall not relieve Advertiser from carrying out its obligations under this agreement. On advertising where credit terms are granted by Publisher's Finance department, accounts are due and payable within 30 days from invoice date. Failure to comply with credit terms may result in the curtailing or withdrawal of credit privileges.

13) An advertising order not corresponding with the then current rates will be regarded as a clerical error and all advertising will be published at the current rates. For contract advertisers, yearly billings will be adjusted at the end of the year to reflect the actual volume and/or value run and where applicable, to reflect a lower or higher rate resulting in either a rebate or a short rate.

14) Agency commissions: A 15% commission will be allowed only to accredited agencies. No agency commission will be allowed on local, retail or classified advertising.

15) A cancellation charge of 50 per cent will be incurred by Advertiser for advertisements cancelled by Advertiser after the deadline specified to Advertiser. No cancellations will be accepted after press date.

16) Publisher reserves the right to increase advertising rates at any time and all contracts are accepted subject to this reservation. Advertiser reserves the right to cancel contract on written notice within 15 days after higher rates are made effective by Publisher. Furthermore, should publication of Publisher's products (including any edition of The Globe and Mail newspaper or any of Publisher's other print, electronic or other platforms) be modified, the rate quoted herein and the amount of space contracted for as well as the size, location, insertion date or volume of advertisement shall all be subject to revision or regulation by Publisher at any time without notice.

17) These terms and conditions set out the full extent of Publisher's obligations and liabilities to Advertiser with respect to the publishing of any advertisement. Publisher accepts no responsibility for loss of profit or any type of damages whatsoever. Publisher

accepts no liability in respect to loss or damage alleged to arise through either failure or delay in furnishing replies to Advertiser from box numbers, however caused, by negligence or otherwise. Publisher expressly disclaims all warranties, representations and conditions of any kind, express or implied, by statute or otherwise, to the fullest extent permitted by law. All of Publisher's limitations of liability and disclaimers set out in these terms and conditions shall apply notwithstanding the breach of a fundamental term or condition or a fundamental breach.

18) Advertiser agrees that Publisher's liability will be limited as follows, whether such error is due to the negligence of Publisher's employees, agents or otherwise: (i) for errors or omissions in the reproduction or delivery of an advertisement, to the amount paid for the space actually occupied by that portion of the advertisement in which the error occurred; and (ii) for non-insertion of an advertisement, to the amount actually received by Publisher for the insertion of that advertisement.

19) Advertiser will indemnify and hold harmless Publisher from and against any and all liabilities, losses, costs (including without limitation, legal fees and expenses), damages, judgments, claims, demands, suits, actions or other proceedings in any manner based upon, associated with or attributed to the publishing of an advertisement, including, without limitation, any claims related to misleading or prohibited advertising, or any material in the advertisement that is defamatory, libelous, obscene, infringes the copyright or other intellectual property, personality, privacy or any other third-party rights, or that would constitute hate speech pursuant to the laws of Canada or any province. This indemnity applies to all advertisements published, even if produced by Publisher, on behalf of Advertiser.

20) Advertiser shall effect and maintain, at its sole cost and expense, comprehensive general liability insurance to fulfill its obligations in this agreement, including against claims for libel, slander, defamation, breach of intellectual property, breach of confidentiality, privacy and personality rights, in an amount not less than \$2,000,000 CDN per occurrence, with a reputable insurer for the term of this agreement and will provide Publisher with evidence of such insurance upon written request).

21) Any advertising published by Publisher in Publisher's products (including The Globe and Mail newspaper or any of Publisher's other print, electronic or other platforms) may, at Publisher's discretion, be published, displayed, retained and archived by Publisher and anyone authorized by Publisher (including by any form of licence), as many times as Publisher and those authorized by Publisher wish, in and on any product, media and archive (including anything in print, electronic and other form).

22) Advertiser agrees to Publisher's privacy policy, which can be accessed at www.globeandmail.com/privacy. Advertiser agrees to comply with all applicable privacy laws and regulations in respect of any information about an identifiable individual, including any information that may tend to identify an individual through internet tracking or linking ("personal information"), collected, received or used by Advertiser in connection with any advertisement, and agree that personal information will not be used for any purpose without the prior express consent of the individual.

23) If either party hereto waives or modifies any term or condition of this agreement, such action will not void, waive or change any other term or condition, nor will the waiver by one party of any default hereunder by the other constitute the present or future waiver of any other default hereunder. This agreement will be governed and construed in accordance with the laws of the Province of Ontario and the laws of Canada applicable therein.