



**SHIPPING INSTRUCTIONS – MECHANICAL FRIDAY ONLY**

**MATERIAL DEADLINE**

**MECHANICAL INSERTS (FRIDAY ONLY)**

Thursday one week 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 (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](mailto:mwanderson@globeandmail.com) or Fatima Wilson at 416-585-3325, [fwilson@globeandmail.com](mailto:fwilson@globeandmail.com) regarding all production inquiries, cancellations or delivery delays [www.globelink.ca/inserts](http://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 4<sup>1</sup>/<sub>2</sub>" 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.

