



INSERT MANUAL



2026



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CONTACT US

TORONTO ONTARIO & MANITOBA

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TEL: 1-800-363-7526 EMAIL advertisingeasternca@globeandmail.com

BRITISH COLUMBIA

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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THIRD PARTY AD MAGAZINES

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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 globlink.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



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.

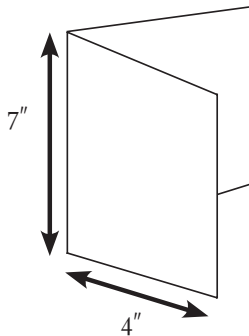
MINIMUM PAPER WEIGHT

Number of Pages

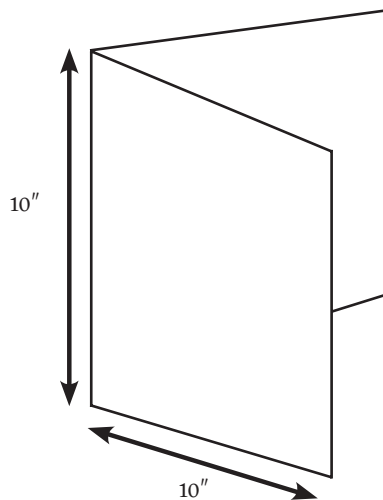
2 pages	7 pt. card stock
4 pages	70 lb stock
6 pages	60 lb stock
8 pages	50 lb stock
12+ pages	45 lb stock

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

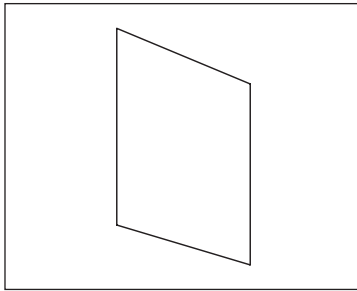
All insert reservations must be accompanied by a mock-up or sample for approval within two weeks of booking. Any insert reservation that does not have an approved mock-up or sample provided is subject to cancellation anytime after two weeks from the date of booking. The mock-up does not have to be printed, 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

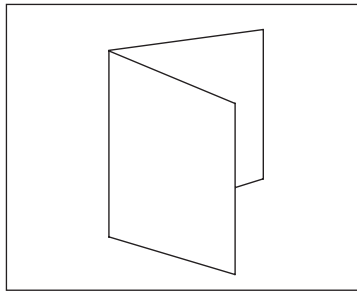
Please include a contact name, phone number and email address with your sample. Inserts that do not meet our specifications may be hand inserted for home delivery only. An additional handling fee will apply.



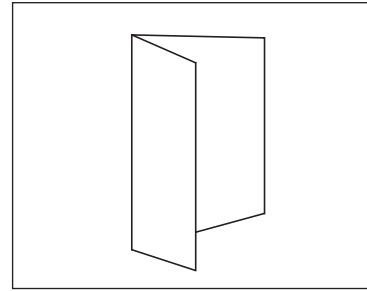
STANDARD MECHANICAL INSERT FORMATS



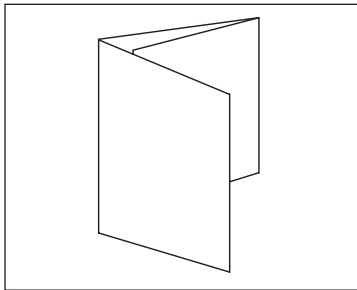
2 PAGE – NO FOLD
FLAT SINGLE SHEET
MINIMUM PAPER STOCK: 7 PT CARD
STOCK



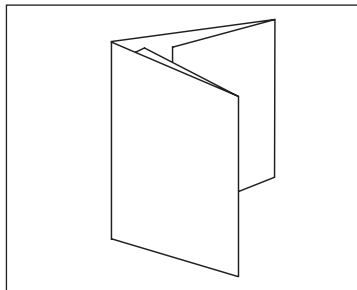
4 PAGE – ONE FOLD
SIMPLE FOLD
MINIMUM PAPER STOCK: 70 LBS



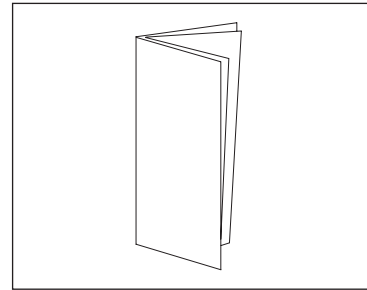
4 PAGE – ONE FOLD
SHORT FOLD (MINIMUM 4")
MINIMUM PAPER STOCK: 70 LBS



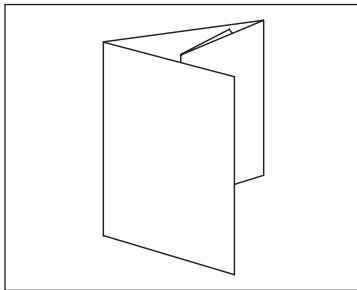
6 PAGE – TWO FOLDS
BARREL/LETTER FOLD
MINIMUM PAPER STOCK: 60 LBS



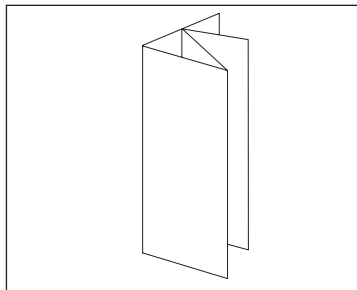
8 PAGE – THREE FOLDS
GATEFOLD
MINIMUM PAPER STOCK: 50 LBS



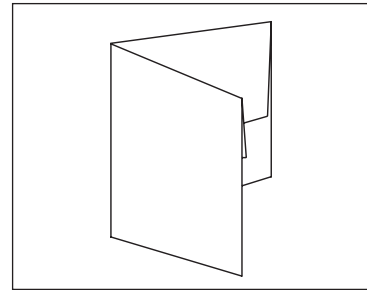
8 PAGE – TWO FOLDS
SIGNATURE/BOOKLET
MINIMUM PAPER STOCK: 50 LBS



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

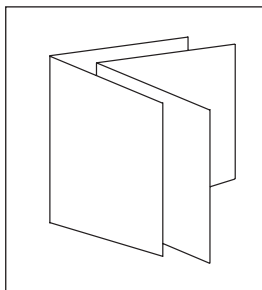


8 PAGE – THREE FOLDS
PARALLEL FOLD
MINIMUM PAPER STOCK: 50 LBS

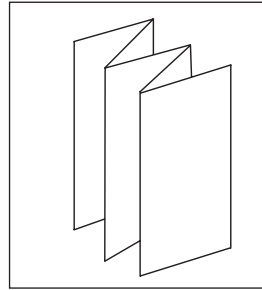


8 PAGE – TWO FOLDS
FRENCH FOLD
MINIMUM PAPER STOCK: 50 LBS

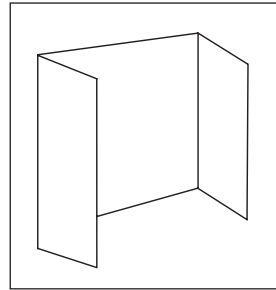
UNACCEPTABLE MECHANICAL INSERT FORMATS



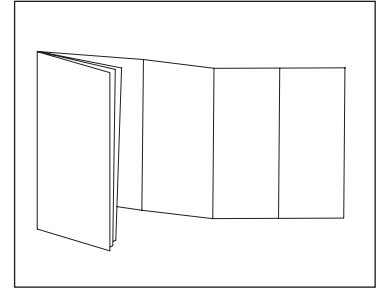
LOOSE BOOKLET



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

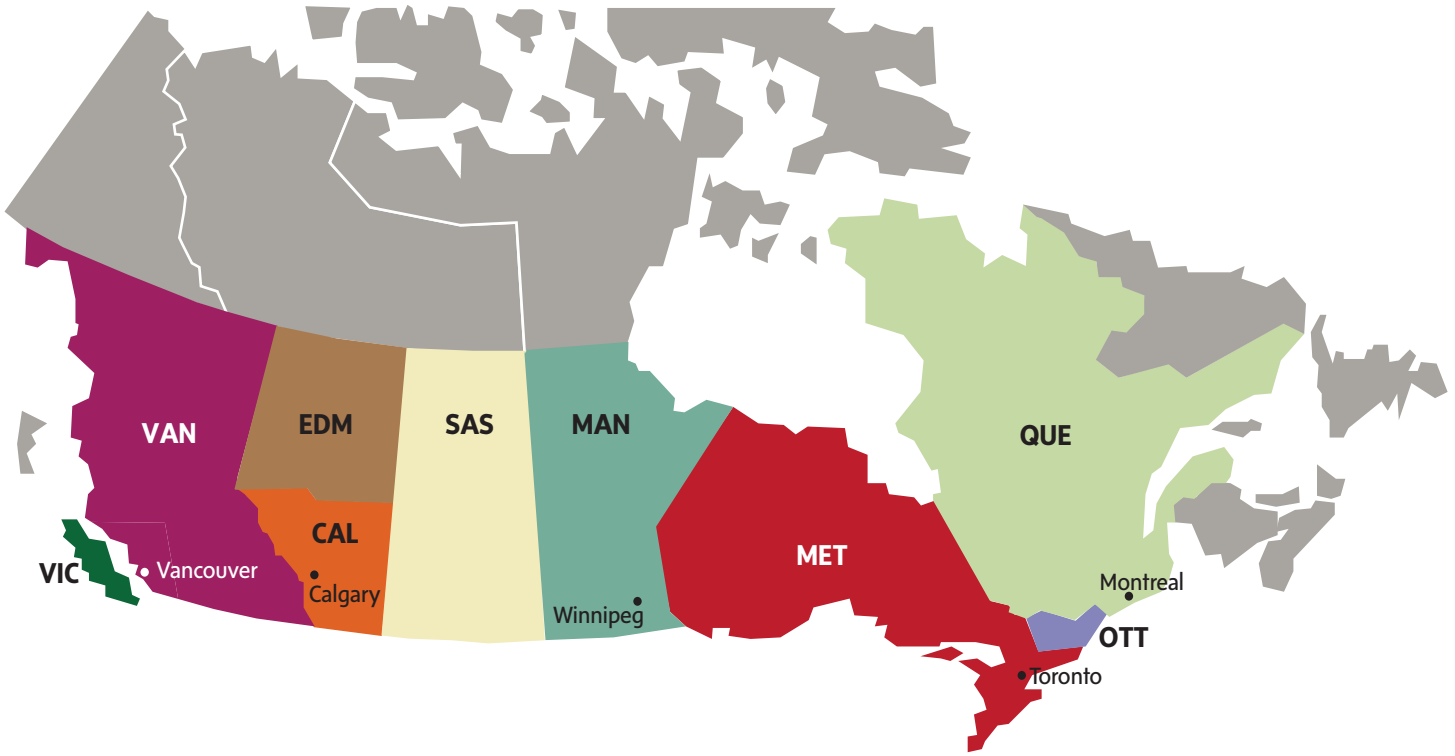
WINNIPEG	SUB-ZONE	HOME DELIVERY
WINNIPEG	MANITOBA	MON - THU ONLY
WINNIPEG	SASKATCHEWAN	MON - THU ONLY

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

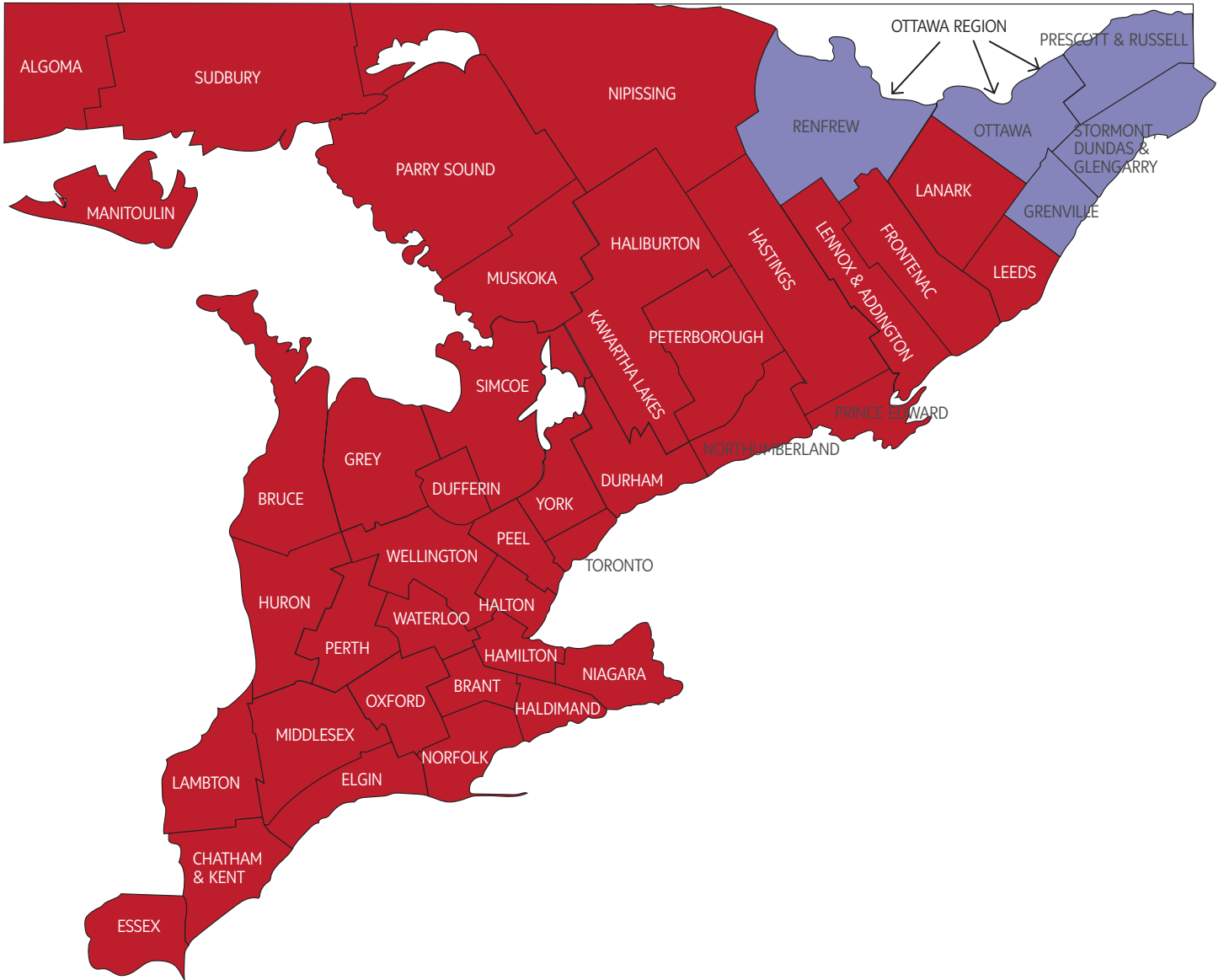
Edmonton | EDM
Edmonton, Red Deer
Calgary | CAL
Calgary, Lethbridge, Medicine Hat

VANCOUVER PLANT

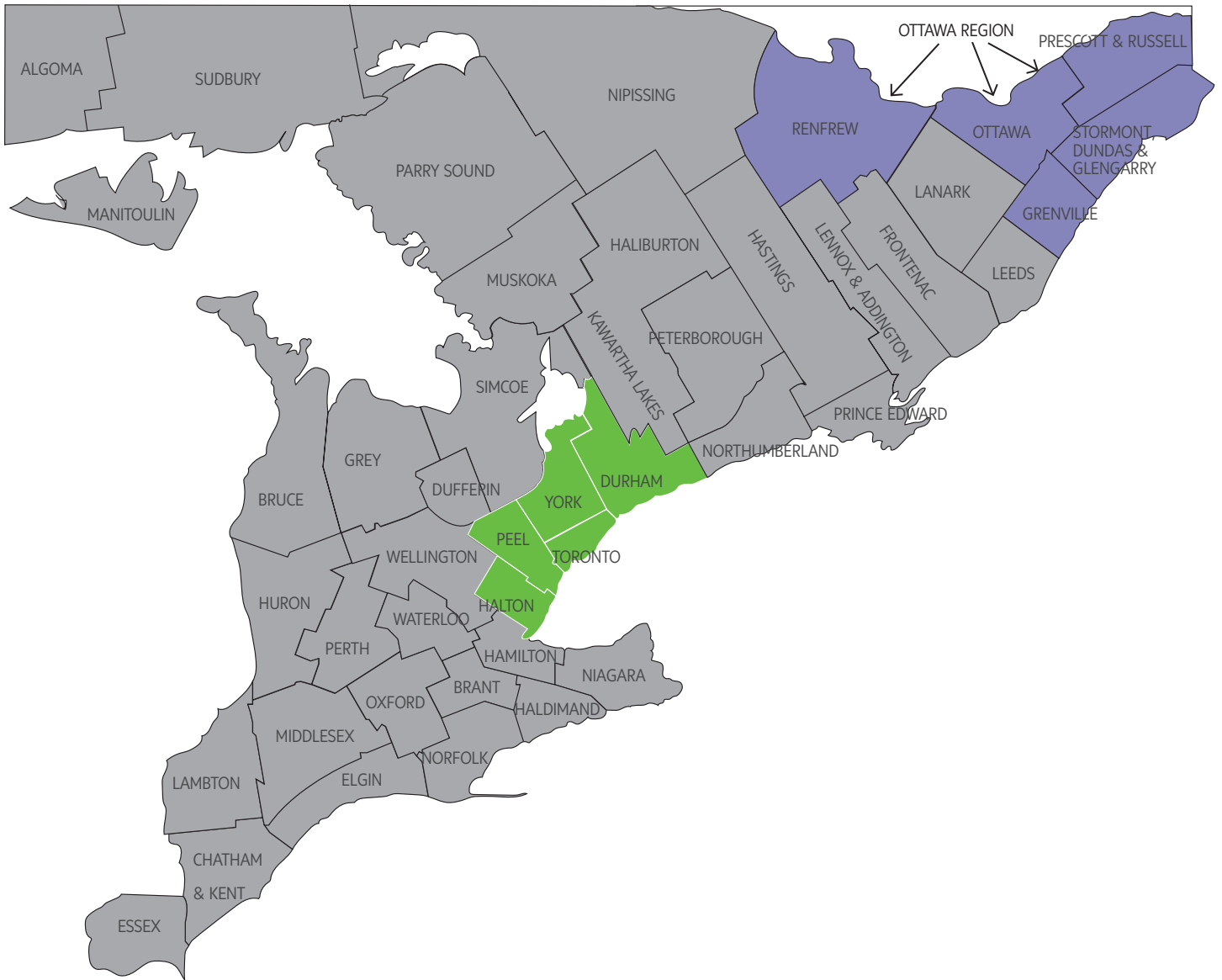
Vancouver | VAN
Abbotsford, Chilliwack, Kamloops,
Kelowna, Penticton, Vancouver, Vernon
Victoria | VIC
Nanaimo, Victoria



METRO EDITION MAP FRIDAY ONLY



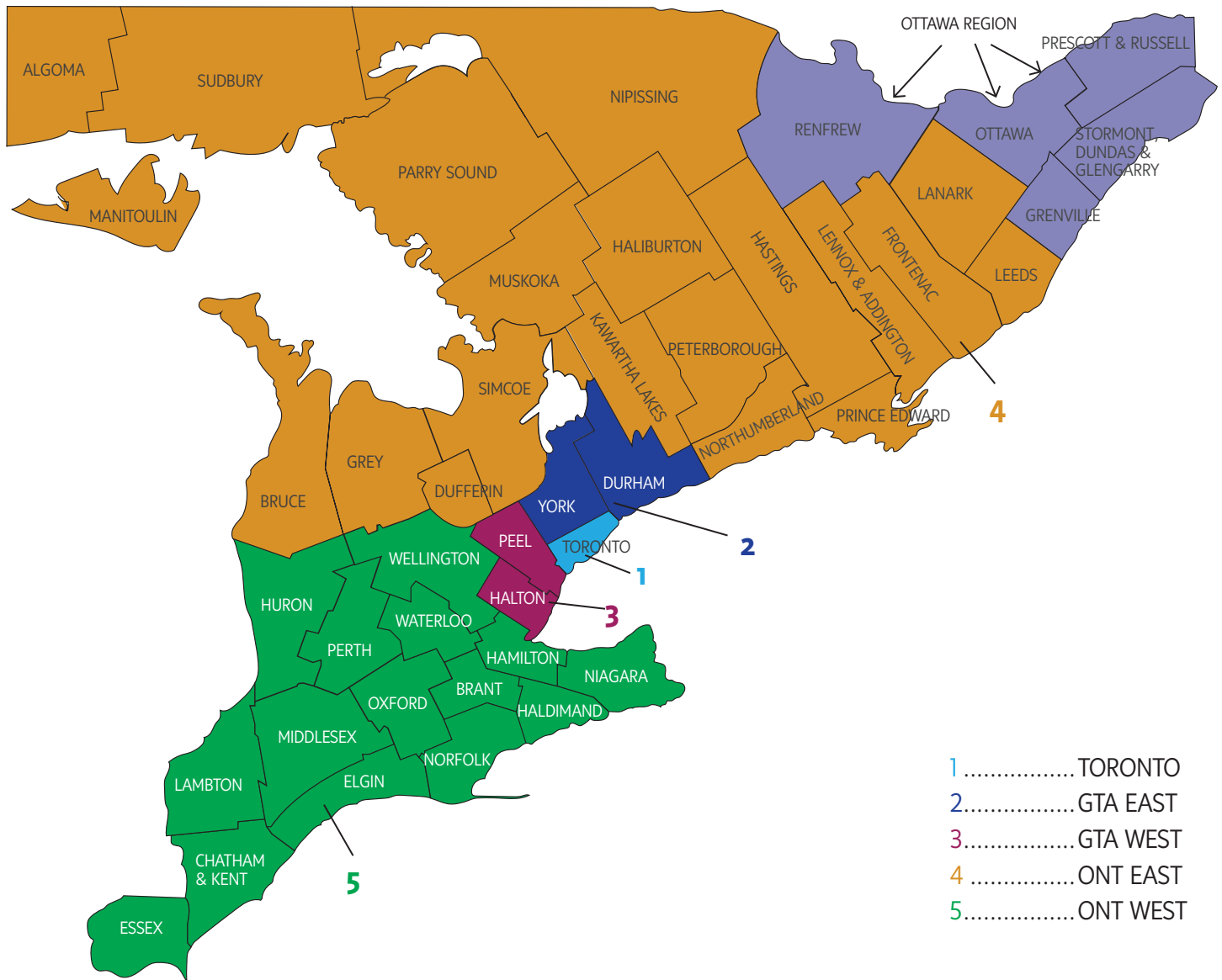
Note: Ottawa Region is serviced from the Montreal Plant.



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



ONTARIO MAP MON-THU ONLY

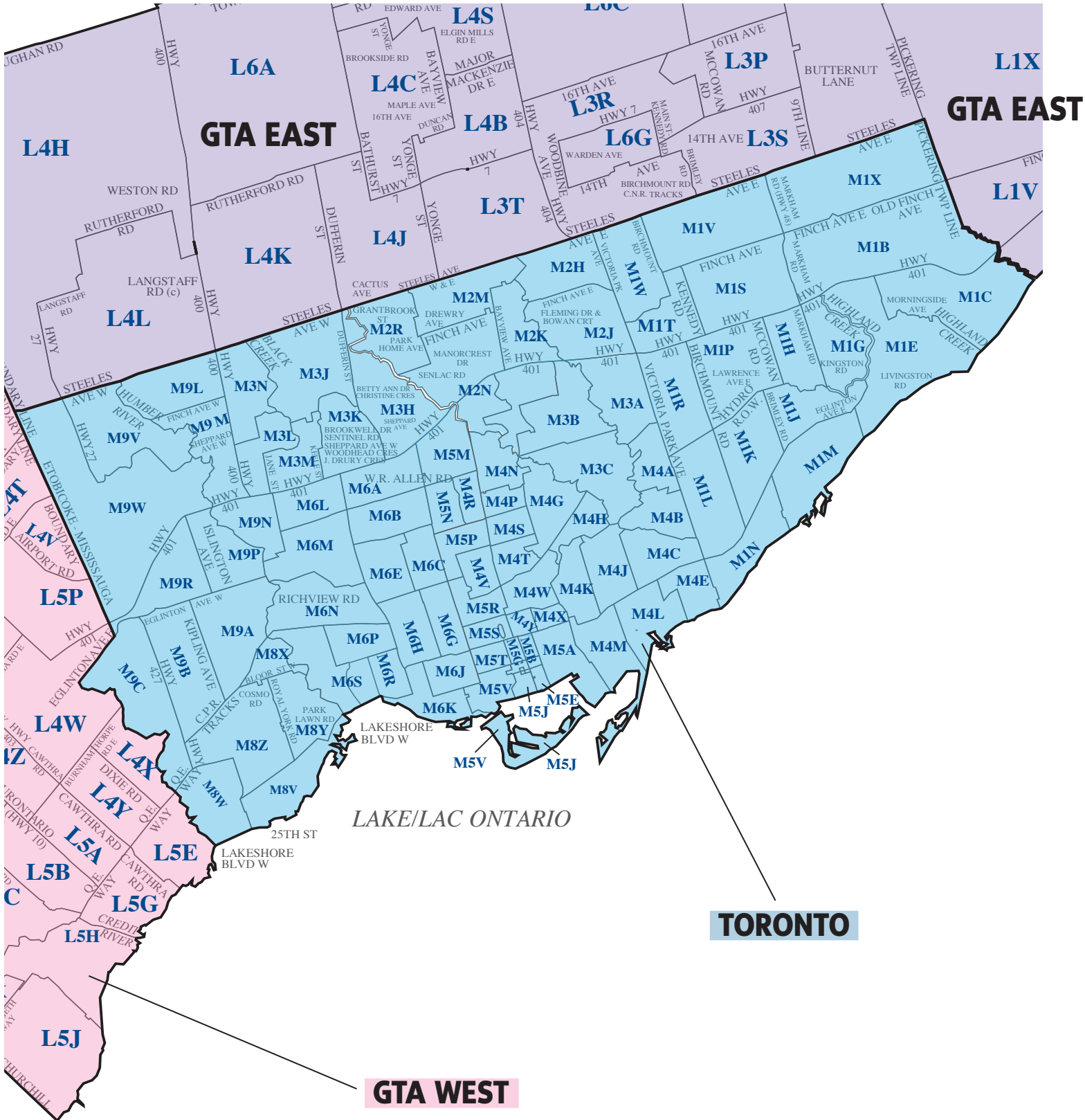


- 1 TORONTO
- 2 GTA EAST
- 3 GTA WEST
- 4 ONT EAST
- 5 ONT WEST

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 - BURNHAMPTHORPE
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
 L1B.....BOWMANVILLE EAST
 L1C.....BOWMANVILLE WEST
 L1E.....COURTICE
 L1G.....OSHAWA CENTRAL
 L1H.....OSHAWA SE
 L1J.....OSHAWA SW
 L1K.....OSHAWA EAST
 L1M.....WHITBY NORTH
 L1N.....WHITBY SE
 L1P.....WHITBY SW
 L1R.....WHITBY CENTRAL
 L1S.....AJAX SW
 L1T.....AJAX NW
 L1V.....PICKERING SW
 L1W.....PICKERING SOUTH
 L1X.....PICKERING CENTRAL
 L1Y.....PICKERING NORTH
 L1Z.....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

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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

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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

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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

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VANCOUVER PLANT

VANCOUVER

- VoH SE OKANAGAN
- VoM HARRISON LAKE
- VoN GIBSONS
- V1B VERNON EAST
- V1H VERNON WEST
- V1M LANGLEY NORTH
- V1S KAMLOOPS SW
- V1T VERNON CENTRAL
- V1V KELOWNA NORTH
- V1W KELOWNA SW
- V1X KELOWNA EAST CENTRAL
- V1Y KELOWNA CENTRAL
- V1Z 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
- V8L.....VICTORIA NORTH SAANICH
- V8M.....VICTORIA CENTRAL SAANICH
- V8NVICTORIA EAST SAANICH
- V8PVICTORIA SE SAANICH
- V8RVICTORIA NORTH OAK BAY
- V8S.....VICTORIA SOUTH OAK BAY
- V8T.....VICTORIA QUADRA
- V8VVICTORIA COOK STREET
- V8WVICTORIA DOWNTOWN
- V8XVICTORIA SOUTH SAANICH
- V8YVICTORIA NE SAANICH
- V8ZVICTORIA MIDDLE SAANICH
- V9AVICTORIA ESQUIMALT
- V9BVICTORIA WEST HIGHLANDS
- V9CVICTORIA COLWOOD
- V9E.....VICTORIA EAST HIGHLANDS
- V9GLADYSMITH
- V9HCAMPBELL RIVER OUTSKIRTS
- V9KQUALICUM
- V9M.....COMOX
- V9NCOURTENAY CENTRAL
- V9P.....PARKSVILLE
- V9R.....NANAIMO SOUTH
- V9S.....NANAIMO CENTRAL
- V9T.....NANAIMO NORTH
- V9VNANAIMO NW
- V9WCAMPBELL RIVER CENTRAL
- V9XCEDAR

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



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 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 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".

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**

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



BUNDLING CHART

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

POST-IT NOTES - supplied in pads of 50

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

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.