



Insert Delivery Specifications, Requirements & Conditions

Introduction

The following delivery guidelines are to assist suppliers of magazine inserts which are to be incorporated within magazines published by Are Media.

These guidelines are to be strictly adhered to in order to comply with Are Media's editorial requirements, requirements of our printers, the postal services and in some cases legal requirements. Inserts outside these guidelines may be rejected and Are Media or its suppliers are not liable for any cost associated with non-compliance.

It is not to be assumed that because an insert has run successfully in one magazine it can also run in another as there are several different makes of binding machinery and each printer may operate them differently or have different handling systems

Contents

1. Insert Specifications - An Overview
2. Tests & Samples
3. Palletising & Packing Specifications
4. Delivery Specifications
5. General Restrictions and Indemnity

Insert Specifications – An Overview.

Dimensions and limitations for your insert are specified via the “Enhancement Summary” PDF document (see appendix 1). General specifications for bound and loose inserts are included on the Are Media website (link) along with details on tip-ons and sachets.

We recommend if you or your supplier are unsure of the requirements and not familiar with the equipment used in magazine production that you consult your Are Media Account Services contact for advice.

- Manufacture of inserts must be to a consistently high standard.
- The design of bound inserts must allow for trimming and type area limitations.
 - The knocking direction is advised on the enhancement summary and should be noted to ensure correct trimming allowances and positioning of any laps.
- Gluing – each poor or missing glue line can cause a mis-feed.
- Particular care must be taken to ensure glue is correctly applied and that glue will not weaken during storage or delivery.
- Envelopes inserted as a loose insert must be faultlessly constructed and a tight fit to the items it contains to ensure it can be fed mechanically.
- Perforations which are too fine may weaken a bound insert causing it to collapse and jam on the binder. Please consult with Are Media regarding preferred TPI before placing any orders.
Note: micro perforations should be avoided
- If in doubt please send a sample(s) to your Are Media Account Services contact for approval before delivering the insert to the printer or producing the insert.

Please Note that a minimum of 3% to 5% bindery overs are required for all supplied inserts, onsets and tip ons. This should be included in the quantity agreed with your Are Media Advertising representative. This will be included in the quantity supplied figure on the Enhancement Summary.

Tests & Sampling

With all product we recommend that you present samples to Are Media prior to manufacture, where samples have not been presented prior to delivery the onus is on the supplier to ensure that they comply with all requirements in this document.

Unprinted samples may be required for binding trials; your Are Media Account Services contact will advise should this be necessary and will be required prior to acceptance of the booking.

Final production samples will be checked to the samples and inserts which do not conform to the approved samples maybe rejected or additional charges may be applicable. Separate details are available for the testing of sachets and any other special inserts and these will be provided where necessary.

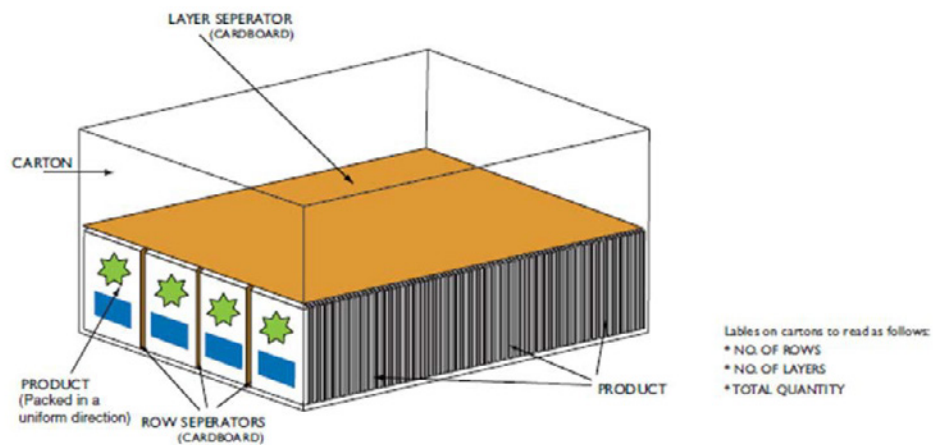
It may be possible to mechanically insert onsert or tip on a product outside the specifications. Please contact your Account Services contact for further information.

Palletising & Packing Requirements

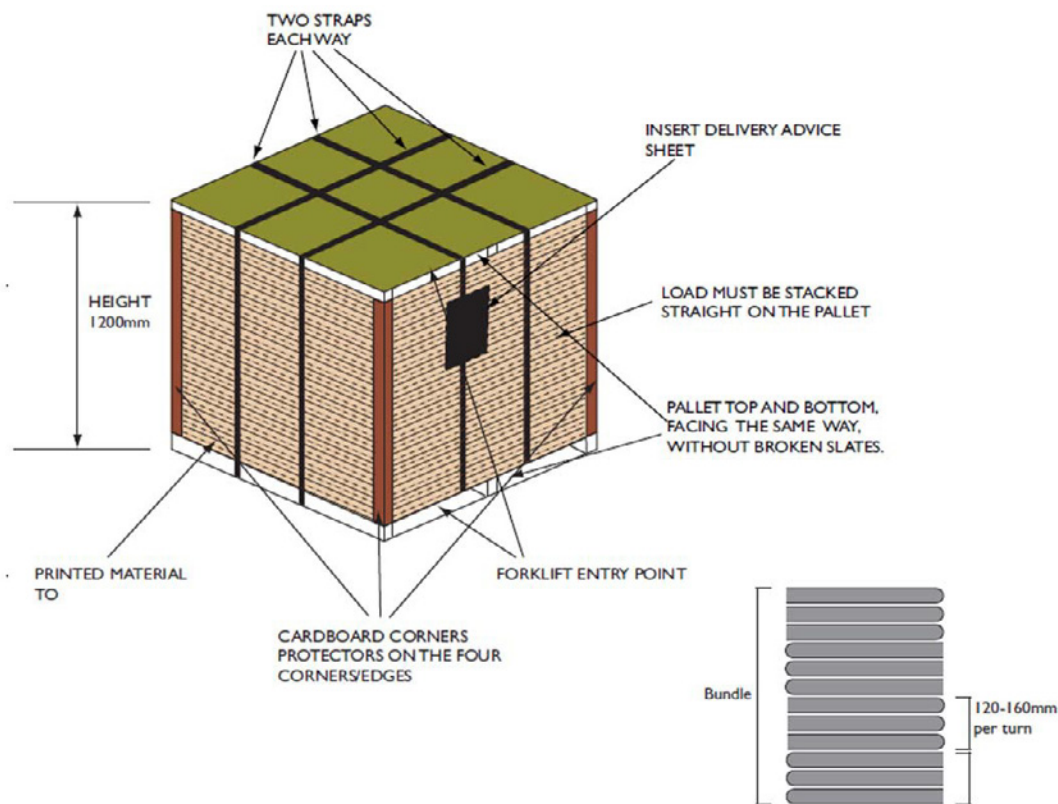
Inserts must be neatly stacked, properly secured in transport and must also abide by the following requirements;

- Inserts should be stacked on standard CHEP pallets and not exceed a height of 1.2m.
- Pallets should be able to be moved by forklift.
- Inserts with laps must be packed in cartons or bundled so that inserts/laps do not curl.
- Inserts must be the same way up, and those in a stack or carton must be the same way around.
 - Unless there is reason to pack top & tail due to sizing such as half page inserts with a binding flap
- A stack (bundle) or a turn within a stack must NOT be less than 50 copies or 120mm. The maximum height of the stack to be no more than 160mm.
- Shrink wrapping must be tight and cover the entire pallet without damaging the product.
- Pallets should be strapped with 4 straps (2 each way) with board or pallet on top.
- All cartons must be strong and tailor made for a tight fit.
- Larger inserts must be packed flat securely without curl and not in logs.
- If the inserts have code(s) or versions they must clearly marked and should be kept separate and supplied on separate pallets.
- Smaller inserts such as sachets must be packed vertically with separators and in shallow cartons of 100mm deep. Small sachets should be packed in long gutter shaped cartons and not turned.

Example of carton packing for smaller inserts and tip ons.



Pallet and bundling requirements.



Delivery Specifications

It is the responsibility of the supplier to ensure that the specified numbers of inserts are delivered by the correct date. Deliveries should be sent to the delivery address as indicated on the “Enhancement Summary” form (see appendix 1) and not be addressed to the magazine itself. It is important that the detail on the Enhancement Summary is checked and the specifications of the final product match the summary. Product not as per the Enhancement Summary may be rejected or additional cost may be applied.

The delivery docket / manifest MUST be presented with the consignment on delivery and contain the following information in order for the inserts to be properly identified:

- Name of the insert;
- The magazine it is being inserted in plus the issue date;
- Are Media Job Number and PO Number;
- The quantity supplied;
- The number of pallets/cartons supplied and the quantity on each pallet or in each carton;
- If the insert has code(s) or versions they should be supplied on separate pallets and clearly identified on the delivery docket as well as the pallet flag; and
- In the event that the same insert is supplied for more than one magazine at the same printer, it is imperative they are clearly labelled and packed separately, this should be clearly stated on the

Are Media Advertising Guidelines

manifest. Do not stack together on one pallet.

Each pallet MUST carry a fully completed pallet flag for identification. An Are Media sample pallet flag is enclosed (see appendix 2). It is highly recommended for use by your supplier of inserts.

Pallets should be numbered consecutively through the run and must be standard CHEP pallets. Each pallet must hold an equal quantity where possible except for the last pallet.

We rely on the manifest numbers and pallet information to be correct from the source, we have no way to verify this on delivery other than by random checks. Any shortage therefore will affect the production run at the end of the bindery process and this will affect the least desired areas.

Are Media may refuse any inserts that have been damaged during transport or arriving in an unsuitable condition. Clients will be advised upon delivery if an insert has been delivered damaged. Inserts that arrive in an unsuitable condition will be excluded from the publication and if time allows should be properly re-supplied by the client.

Any delivery made by the supplier of your insert which is not clearly marked, packed or palletised maybe refused delivery. Any cost associated with lost product without documentation is not the responsibility of Are Media or its suppliers.

Due to the high speed nature of our printers binding equipment inserts cannot be supplied poorly manufactured or damaged. Should this occur and the insert is deemed usable in the publication any slowdown charges will be passed on to the client.

Inserts must be delivered between 8am and 3pm Mon-Fri to the printer by the date specified on the Are Media "Enhancement Summary" form and no earlier than 5 working days prior to the delivery date as storage space is limited at our printers.

Other than notification purposes, the suppliers of the supplied inserts MUST NOT communicate with the magazine binders except with the express permission of Are Media. All communication should be directed to the relevant Are Media Account Services.

Indemnity

Any supplied insert which does not conform to Are Media requirements and specifications may be rejected for insertion, or such action will be taken at the cost of the supplier to best achieve the intended result, without the necessity of consultation with the supplier.

Are Media may reject an insert if the insert and copy have not been specifically approved beforehand. All content must comply with Are Media's general advertising terms and conditions, which can be viewed at: <http://www.aremmedia.com.au/ad-terms-conditions.html>.

Except as may be implied by law, Are Media is not responsible for any loss or damage (including consequential loss) which may occur to any supplier (or client of a supplier) where these instructions and reference documents have not been strictly complied with.

Are Media Advertising Guidelines

While Are Media will take the utmost care if and when it organises, by itself or with others, the production of an insert by a printer, it does not assume any responsibility or liability for that production or for any loss which occurs.

A majority of Are Media's magazines are processed through Australia Posts Postal System, contents of any sachet or insert (unless specified as not for insertion into subscriber copies) must conform to the guidelines as determined by Australia Post, which can be viewed at:

<http://auspost.com.au/media/documents/dangerous-prohibited-goods-packaging-post-guide.pdf>

Appendix 1 – Enhancement Summary Example.

Enhancement Summary

Title:	Elle	PO No.:	00000/000006 BS
Job Number:	ELE1710	Issue Description:	Elle October 2017
Approved Final:	Thu 23 Mar 2017 03:38 PM	Knocks To:	Head
Title + Caption:	Client A - Brand X	Booking No.:	361844
Enhancement:	Bound Insert	Type:	Two page
Size:	285h (mm) x 220w (mm)	Number of Pages:	2
Thickness:	1 mm	Material GSM:	250 gsm
Est. Weight:	18 grams		
Quantity Supplied:	50,500	Material Printed By:	Client A Supplier Z
Special Instructions:	Two versions supplied - XA for NSW, QLD and Vic - 35,000 to be supplied. Brand XB for all other versions - 15,500 to be supplied.		

Title, PO Number, Job Number, Title and Caption to be included on all delivery paper work, pallet tags and cartons.

Bind Direction of title - determines trims and positioning of insert

This will be the versions where the insert will appear.

Ensure all details are checked and matched the produced product and quantity supplied.

Distribution: XA for NSW, QLD and Vic. XB for all other versions.

Client Contacts

Material Provider:	Clients Supplier.	Contact:	Clients Contact
Phone:	09 123564	Email:	clientcontact@clienta.com.au
Client Agency:	Client Agency	Contact:	Agent Contact

Delivery Details

Delivery Date:	Mon 11 Sep 2017
Delivery Contact:	Printer Person 9255150
Delivery Address:	Bauer Printer 01 Printer Rd, Suburb, NSW 2000 / ph: 02 9551510
Delivery Comments:	

Delivery date, address and contact for the product - contact only to advise of delivery.

Bauer Contacts

Production Controller:	Production Person	Email:	productionperson@bauer-media.com.au
Phone:	02 282 8000		
Bauer Representative:	Account Services Person	Email:	accountservices@bauer-media.com.au
Phone:	02 282 8000		

Any enquiries or questions please contact the account services contact

Appendix 2 – Are Media Preferred Pallet Tag



Pallet Identification Tag

Carrier Name: <input type="text"/>	Delivery Date: <input type="text"/>
Supplier Name: <input type="text"/>	Client Name: <input type="text"/>
Supplier Contact and Phone: <input type="text"/>	Client Contact and Phone: <input type="text"/>
Magazine Title: <input type="text"/>	
Title + Caption of Product <input type="text"/>	
Bauer Job Number: <input type="text"/>	Bauer PO No: <input type="text"/>
Total Quantity Supplied: <input type="text"/>	Quantity on Pallet: <input type="text"/>
Bundle / Carton Size: <input type="text"/>	No Cartons / Bundles: <input type="text"/>
Special Instructions <input type="text"/>	