

Technical Insert Specifications

Loose Inserts		
Weight	Minimum	Maximum
2 Page	100gsm	180gsm
4 Pages	80gsm	150gsm
8 Pages	65gsm	150gsm
Size	Depth x Width	
Minimum	148mm x 105mm	
Maximum	277mm x 205mm	

- Inserts less than the maximum trim size require an accompanying full page backing ad. Price TBA by Account Managers.
- Please Refer to the rate card for quantities required and rates.

Bound Inserts		
Weight	Minimum	Maximum
4-8 Pages	80gsm	130gsm
Trim Size	Depth x Width	
Minimum	148mm x 140mm	
Maximum	297mm x 225mm	

Tip-Ons	
Minimum	90mm x 60mm
Maximum	190mm x 190mm
Tip-Ons Position on page	
Min 50mm from any edge. Longest edge must be parallel to spine. Sample must be provided and checked before tip-on booking can be accepted.	

For advertising bookings and more information, please contact:

NSW + 61 2 9282 2746

For any production enquiries, please contact:

+ 61 2 9735 6380

+ 61 2 9735 6382

Deadlines

Booking:

Minimum of 4 weeks prior to publication date.

Cancellation:

Minimum of 4 weeks prior to publication date.

Material:

No later than 10 working days prior to publication date.

Please be aware that extra production time may be required with Adhesive Notes depending on the quantity.

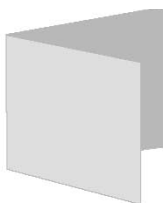
All bookings are subject to the terms and conditions of Advertising.

100% space charge will apply when inserts fail to arrive in time for publication, if cancelled after the specified deadline, or if inserts are cancelled due to any deviation from these specifications.

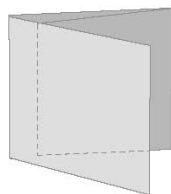
Please note that specifications are subject to change without notice.

Fold Specifications

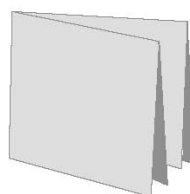
There are four types of recommended folds for inserts. These are 4 Page Fold, Roll fold, French fold and Gate fold. In the examples of the roll fold and gate fold, the turned back folds are to the inside and within 10mm from the spine.



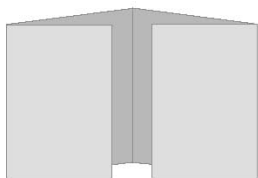
4 Page Fold



Roll Fold



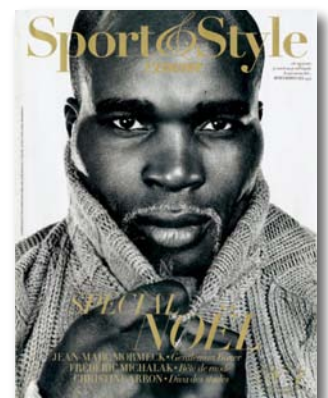
French Fold



Gate Fold



Gate Fold Plus 4 Pages
(for loose inserts only)



Third Party Advertising

Fairfax Group Inserts Department will not, under any circumstances, accept third-party advertising (also known as "space farming") in any advertisement, including inserts, tip-ons, or other forms of separate publications inserted into or attached for distribution into the publications.

Packaging and Delivery

Please contact the Fairfax Inserts Department for packaging and delivery specifications.

Editorial

Editorial and mastheads cannot be reproduced in any form in any advertisement, including inserts, tip-ons or other forms of separate publications inserted into or attached for distribution into the publications.

Paper Stock

Products printed on high gloss stock must be approved by the inserts department. The application of a finish (such as a varnish, film or glaze), which may cause a product to become "slippery", is not acceptable, unless a true sample has been sighted and approved by the inserts department.

Avoid any change of stock part way through the print run as the handling characteristics will change and may result in high insert wastage.

Clients are advised to seek assurance from printers that gloss surfaces will not stick.

Unusual Inserts

Any inserts of an unusual nature including cards, envelopes, perforations, die cuts, irregular shapes, 3-D/pop ups and adhesives, will require testing before approval to run can be granted. A minimum of 100 sample inserts are required for testing purposes.

The Inserts Department must be informed of all deviations from the above specifications, for any insert inquiry/proposal. All enquiries should be directed to the Inserts Department on (02) 9735 6380.

Samples provided must be the actual insert. We cannot accept variations of the final product.

Samples

It is a requirement that at least 200 samples of any insert be submitted for checking prior to proceeding with the order for a bound insert. Specifications can be clarified upon booking.

Type Area

When designing inserts to maximum acceptable sizes, be sure that type and any 'live' material is kept well away from trim edges - no closer than 15mm to trim edge.

Bleed

Where the image is required to bleed off the page, a bleed allowance of no less than 5mm must be included on the film. If insert is the same size as book, it must have 5mm bleed all around plus a binding lap. If image goes to edge of insert, include image in the bleed area.

Pre Trimming and Binding Requirements

- If insert is smaller than book, and only four pages, 5mm must be added to foot of insert.
- If insert is smaller than the book and more than four pages a 5mm closed foot must be provided.
- For any insert four or more pages that is the same size as the magazine, a binding lap of 10mm should be added to the fore-edge trim. The wider portion of the insert should be on the low-folio (front half) if it binds to the foot.

Important

- Please note that the placement/position of the insert, within the publication, is at the Publishing Operations Manager's discretion.
- A sample of the insert must be provided for checking upon booking.
- The orientation of loose inserts cannot be guaranteed (i.e. Inserts may appear upside-down or back to front).
- There must be at least one closed edge on folded inserts and this must also be the longest edge. The closed edge will be inserted against the spine of Sport&Style (i.e. NO landscape formatted inserts).
- Concertina and map folds are not acceptable.
- Inserts must not have the same visual layout on the front and back covers. (ie: no mirror images).
- Loose sheets are not permitted within a multiple page insert.
- Inserts which do not comply with the initial booking details when received, may be subject to reevaluation of acceptance.
- Clients, agencies and printers must ensure that all of their inserts are identical in terms of technical specifications, for a particular publication on any given date.
- Inserts with different specifications will be treated as separate products.

Insert Delivery

Pre printed inserts to be delivered to Offset Alpine Printing 2 weeks (10 working days) prior to publication. Please ensure the following information is marked clearly:

- Client name
- Publication
- Insert run date
- Delivery Date
- Keycode (if applicable)
- Name of supplier
- Number of pallets on each vehicle
- Total quantity of inserts supplied

Delivery Address

All Inserts to:
Offset Alpine Printing
Attn: Inserts Manager
42 Boorea Street
Lidcombe, NSW 2141