INSERT MANUAL

2016

Update: Sept 7

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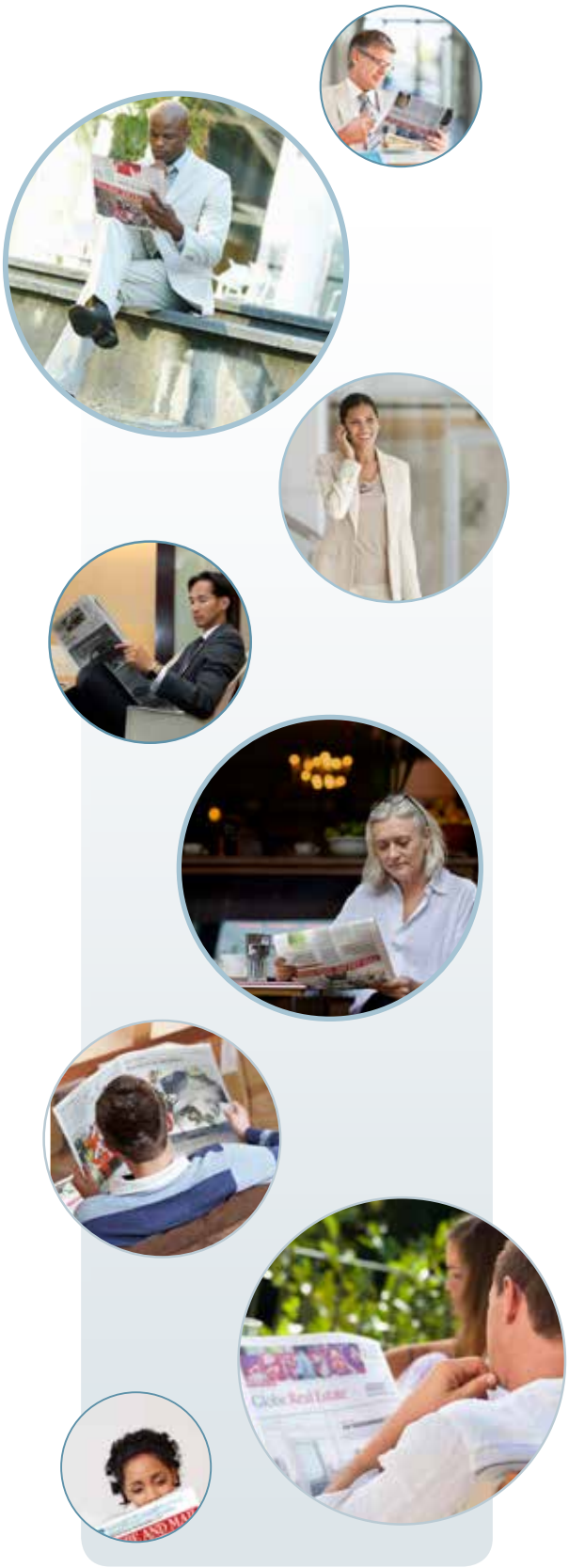

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INSERT RATES

MECHANICAL INSERT RATES

NUMBER OF PAGES	COST PER THOUSAND GENERAL (GROSS)	COST PER THOUSAND RETAIL (NET)
2	$78.86	$67.03
4-8	$102.41	$87.06
12-16	$108.43	$92.16
20-24	$115.00	$97.75
28-32	$120.48	$102.42
36+	$138.52	$117.75

MINIMUM MECHANICAL INSERT RATES

PER PLANT	MINIMUM $ MON-FRI (NET)	MINIMUM $ SATURDAY (NET)
Toronto	$5,000	$7,500
Montreal	$2,000	$2,500*
Halifax	$2,000	$2,500*
Estevan	$2,000	$2,500*
Calgary	$2,000	$2,500*
Vancouver	$2,000	$2,500*
National (All Plants)	$10,000	$15,000

*subject to availability

Note: All insert products must meet our specifications and the plant minimum must be met in order to guarantee the insertion date.

HAND INSERT RATES

Product Weight	Cost Per Thousand (NET)
Under 450 grams	$300.00
Over 450 grams*	$400.00

*Up to a maximum of 700 grams

Late delivery

The Globe and Mail will no longer accept late insert material. Any material arriving less than three business days prior to insertion will be rescheduled to the next available date.

Spoilage

Please supply an additional 1.5% for mechanical inserts and 2% for hand-inserts for spoilage.

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
444 Front Street West
Toronto, ON M5V 2S9
phone: 416-585-5455
email: mwanderson@globeandmail.com

PLEASE NOTE:

THE INSERT MATERIAL DEADLINE IS FIVE BUSINESS DAYS PRIOR TO THE RUN DATE. SHIPMENTS ARRIVING MORE THAN SEVEN BUSINESS DAYS PRIOR TO INSERTION WILL BE REFUSED.

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 later than three business days prior to the insertion date. 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 604-527-9230 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 less than three business days prior to the insertion date 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.

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.

Shipping Instructions

Mechanical Inserts – see pages 16 and 17.
Hand Inserts – see pages 18 and 19.

MECHANICAL INSERT SPECIFICATIONS

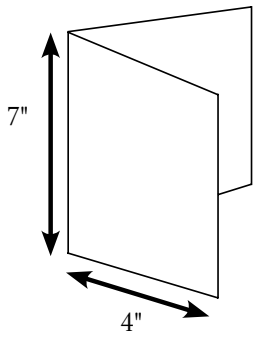
Minimum Size: 4" wide x 7" deep.
Maximum size: 10" wide x 10.5" deep.
Maximum Weight: Up to 220 grams for a mechanical insert.
Larger products may be hand inserted for an additional charge.
Maximum number of pages for all digest size inserts is 32 pages.

MINIMUM PAPER WEIGHT

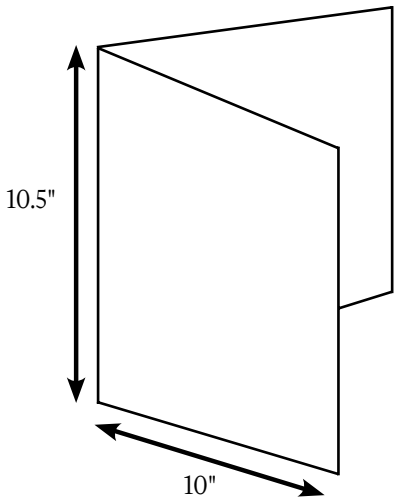
Number of Pages	
2 pages	7 pt. card stock
4 pages	70 lb stock
6 pages	60 lb stock
8 pages	50 lb stock
12+ pages	45 lb stock

Note: 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.

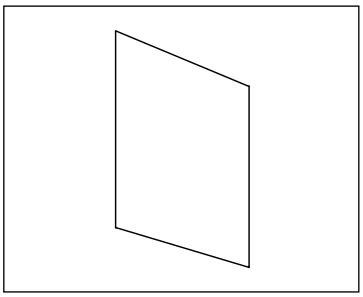
Scented Inserts
Sales representatives with customers wanting to insert scented products must notify Michael Anderson at 416-585-5455 or email mwanderson@globeandmail.com.

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.

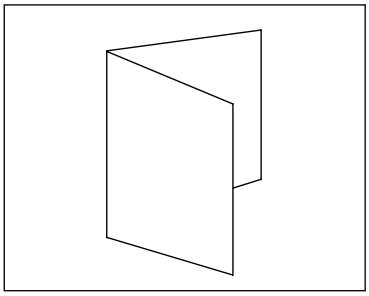
All insert samples/mock-ups should be sent to:
Michael Anderson
c/o The Globe and Mail,
444 Front Street West
Toronto, Ontario M5V 2S9

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.

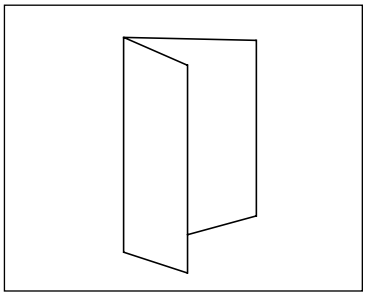
STANDARD MECHANICAL INSERT DESIGNS



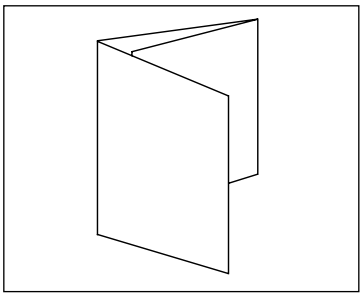
2 PAGE – NO FOLD
FLAT SINGLE SHEET
MINIMUM PAPER STOCK: 7 PT CARD STOCK



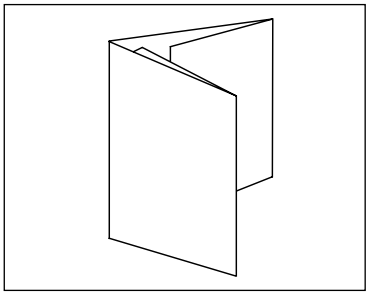
4 PAGE – ONE FOLD
SIMPLE FOLD
MINIMUM PAPER STOCK: 70 LBS



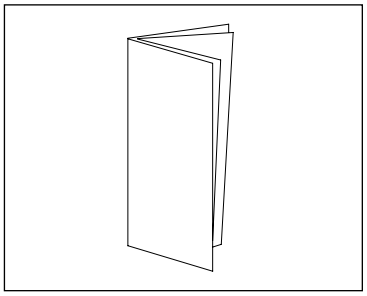
4 PAGE – ONE FOLD
SHORT FOLD (MINIMUM 4")
MINIMUM PAPER STOCK: 70 LBS



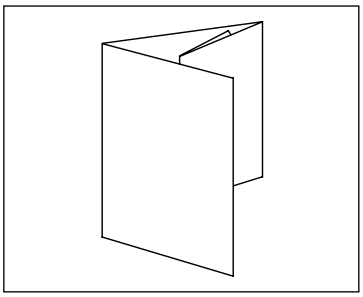
6 PAGE – TWO FOLDS
BARREL/LETTER FOLD
MINIMUM PAPER STOCK: 60 LBS



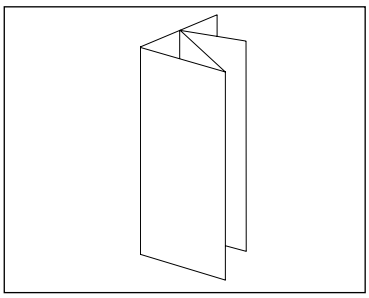
8 PAGE – THREE FOLDS
GATEFOLD
MINIMUM PAPER STOCK: 50 LBS



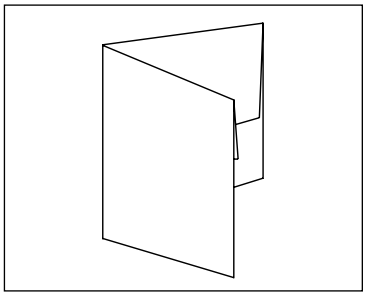
8 PAGE – TWO FOLDS
SIGNATURE/BOOKLET
MINIMUM PAPER STOCK: 50 LBS



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

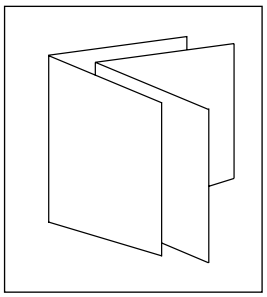


8 PAGE – THREE FOLDS
PARALLEL FOLD
MINIMUM PAPER STOCK: 50 LBS

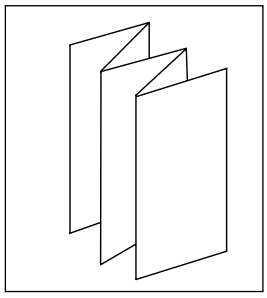


8 PAGE – TWO FOLDS
FRENCH FOLD
MINIMUM PAPER STOCK: 50 LBS

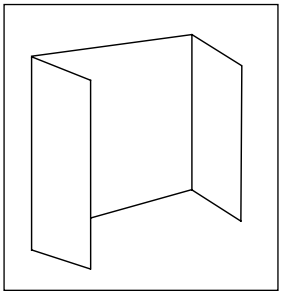
UNACCEPTABLE MECHANICAL INSERT DESIGNS



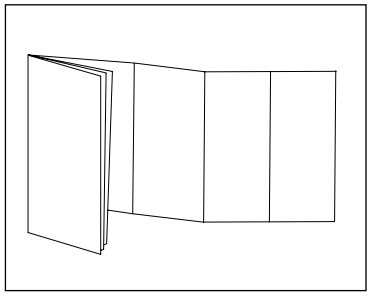
LOOSE BOOKLET



ACCORDION FOLD

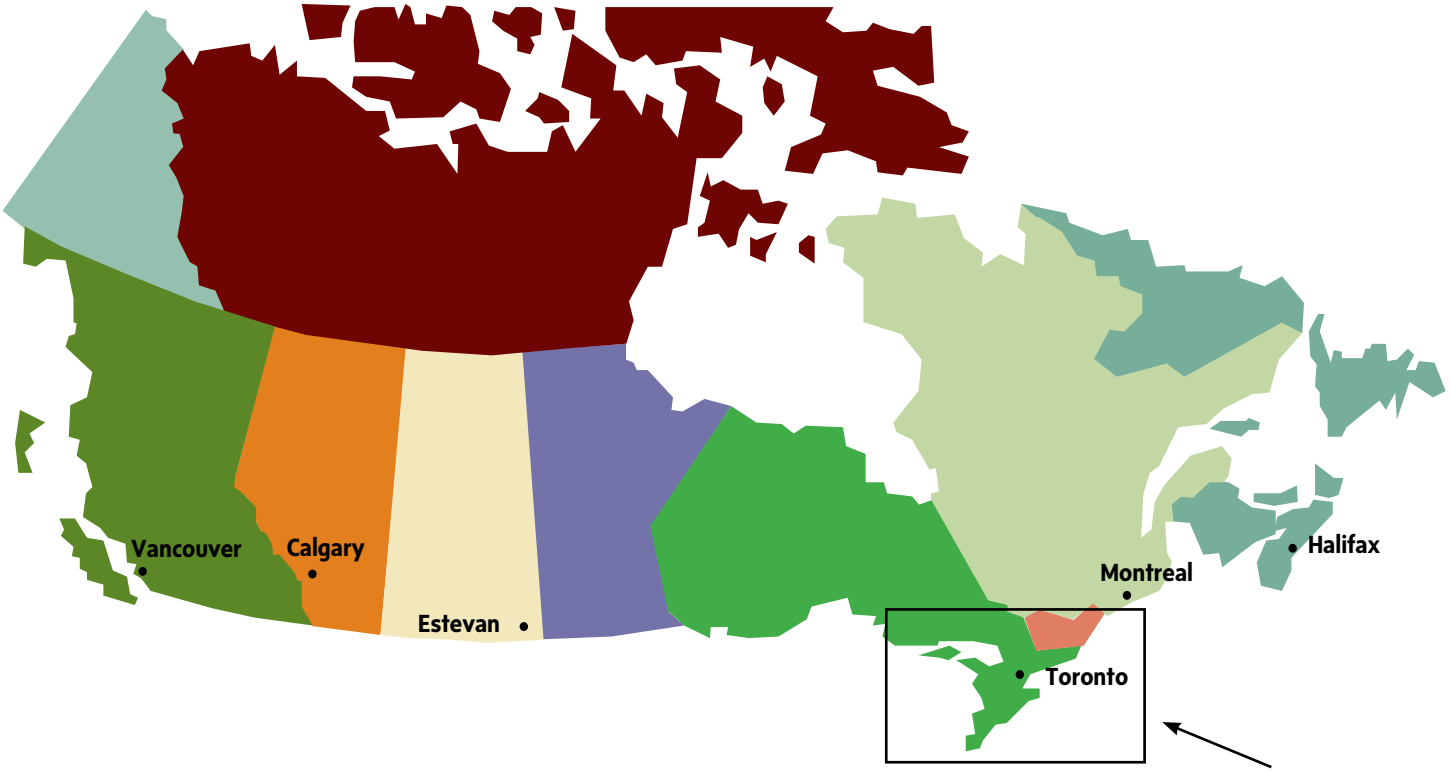


OPEN GATEFOLD



MULTIPLE COVER GATEFOLD

NATIONAL MAP



(See page 7 for details)

National Edition

TORONTO PLANT

(See page 7 for details)

Toronto | **TOR**

Greater Toronto | **GTO**

Greater Ontario | **GON**

MONTREAL PLANT

Ottawa | **OTT**
Brockville, Cornwall, Nepean, Ottawa, Prescott

Quebec | **QUE**
Hull, Montreal, Quebec City

HALIFAX PLANT

Maritimes | **MAR**
Nova Scotia, New Brunswick, Prince Edward Island

ESTEVAN PLANT

Manitoba | **MAN**
Brandon, Winnipeg

Saskatchewan | **SAS**
Regina, Saskatoon

CALGARY PLANT

Edmonton | **EDM**
Edmonton

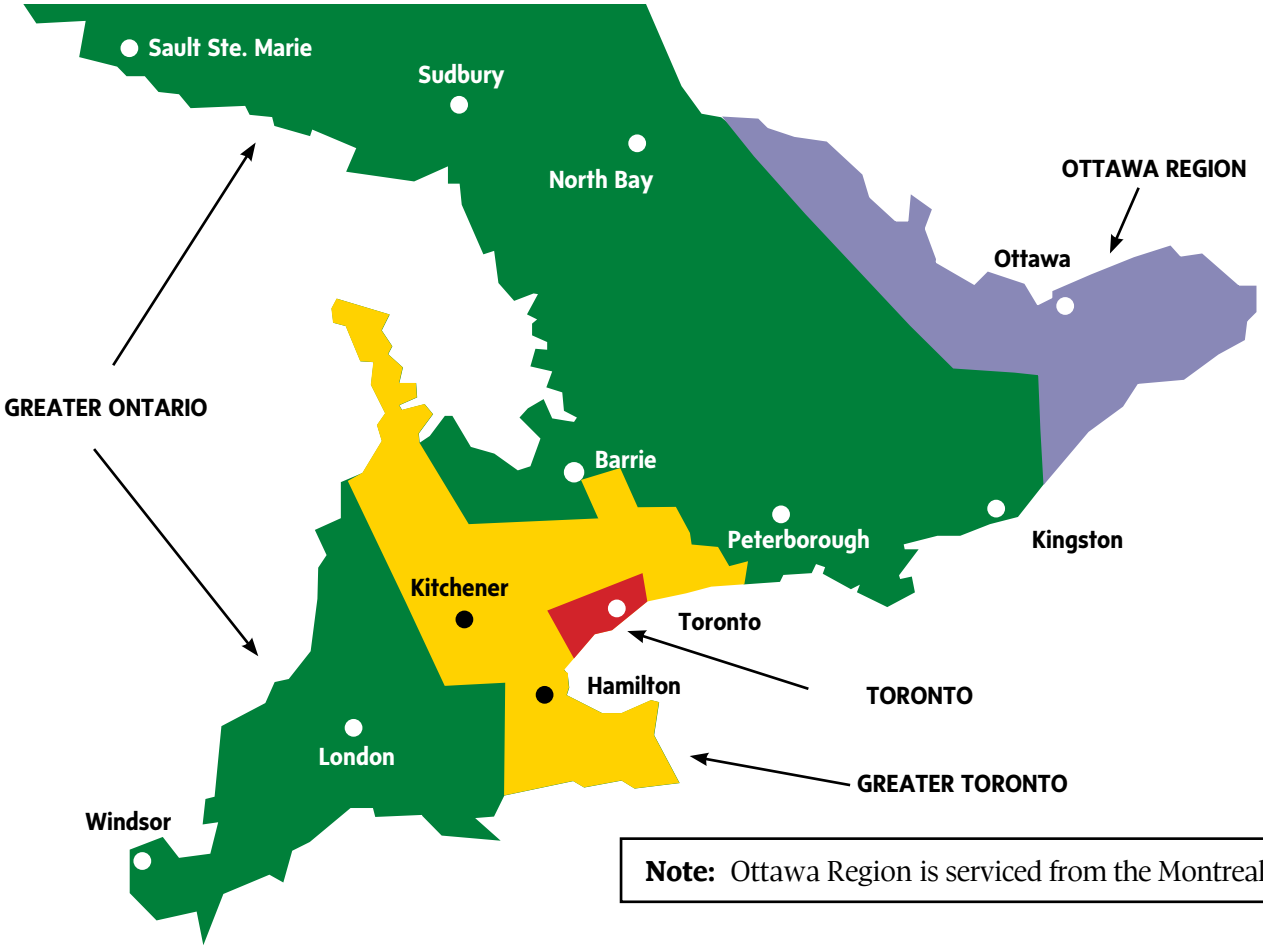
Calgary | **CAL**
Calgary, Lethbridge, Medicine Hat, Red Deer

VANCOUVER PLANT

Vancouver | **VAN**
Abbotsford, Burnaby, Chilliwack, Coquitlam, Kamloops, Kelowna, Maple Ridge, New Westminster, North Vancouver, Penticton, Richmond, Surrey, Vancouver, West Vancouver, Vernon

Victoria | **VIC**
Nanaimo, Victoria

ONTARIO MAP



Note: Ottawa Region is serviced from the Montreal Plant.

Metro Edition TORONTO PLANT

TORONTO - TOR

TOR ..... TORONTO

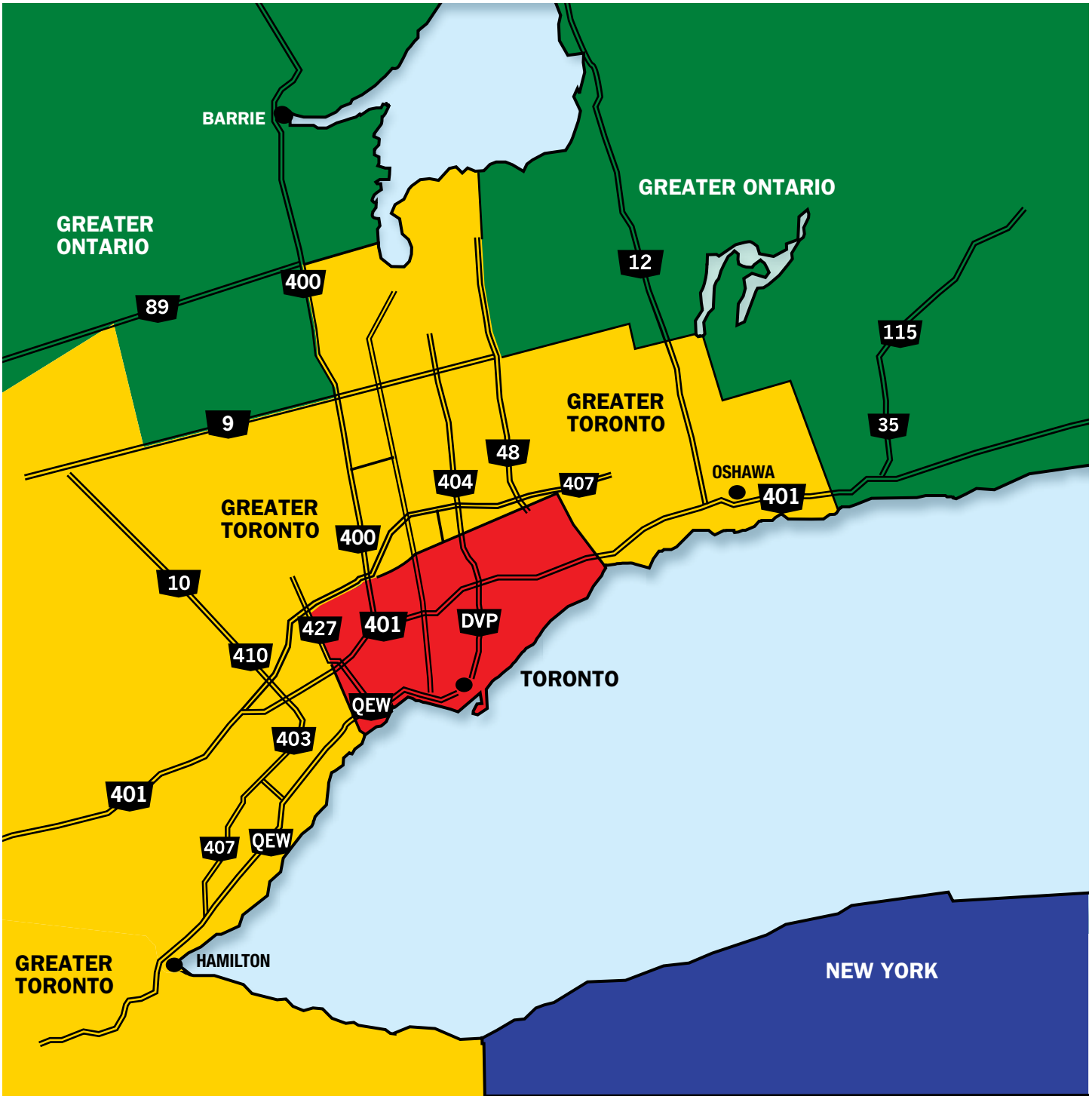
GREATER TORONTO - GTO

GTO ..... AJAX
GTO ..... AURORA
GTO ..... BRAMPTON
GTO ..... BURLINGTON
GTO ..... CAMBRIDGE
GTO ..... FORT ERIE
GTO ..... GEORGETOWN
GTO ..... GUELPH
GTO ..... HAMILTON
GTO ..... KITCHENER
GTO ..... MARKHAM
GTO ..... MILTON
GTO ..... MISSISSAUGA
GTO ..... NEWMARKET
GTO ..... NIAGARA FALLS
GTO ..... OAKVILLE
GTO ..... ORANGEVILLE
GTO ..... OSHAWA
GTO ..... PICKERING
GTO ..... RICHMOND HILL
GTO ..... ST CATHERINES
GTO ..... THORNHILL
GTO ..... WATERLOO
GTO ..... WHITBY
GTO ..... WOODBRIDGE

GREATER ONTARIO - GON

GON ..... BARRIE
GON ..... BELLEVILLE
GON ..... BOWMANVILLE
GON ..... BRANTFORD
GON ..... CHATHAM
GON ..... COBOURG
GON ..... HUNTSVILLE
GON ..... KINGSTON
GON ..... LINDSAY
GON ..... LONDON
GON ..... NORTH BAY
GON ..... ORILLIA
GON ..... PETERBOROUGH
GON ..... PORT HOPE
GON ..... SARNIA
GON ..... SAULT STE MARIE
GON ..... STRATFORD
GON ..... SUDBURY
GON ..... TRENTON
GON ..... WINDSOR
GON ..... WOODSTOCK

TORONTO REGION MAP



TORONTO (TOR)

M1B	SCARBOROUGH
M1C	SCARBOROUGH
M1E	SCARBOROUGH
M1G	SCARBOROUGH
M1H	SCARBOROUGH
M1J	SCARBOROUGH
M1K	SCARBOROUGH
M1L	SCARBOROUGH
M1M	SCARBOROUGH
M1N	SCARBOROUGH
M1P	SCARBOROUGH
M1R	SCARBOROUGH
M1S	SCARBOROUGH
M1T	SCARBOROUGH
M1V	SCARBOROUGH
M1W	SCARBOROUGH
M1X	SCARBOROUGH
M2H	NORTH YORK
M2J	NORTH YORK
M2K	NORTH YORK
M2L	NORTH YORK
M2M	NORTH YORK
M2N	NORTH YORK
M2P	NORTH YORK
M2R	WILLOWDALE
M3A	NORTH YORK
M3B	DON MILLS
M3C	DON MILLS
M3H	NORTH YORK
M3J	NORTH YORK
M3K	DOWNSVIEW
M3L	DOWNSVIEW
M3M	DOWNSVIEW
M3N	DOWNSVIEW
M4A	NORTH YORK
M4B	EAST YORK
M4C	EAST YORK
M4E	EAST YORK
M4G	EAST YORK
M4H	EAST YORK
M4J	EAST YORK
M4K	EAST YORK
M4L	EAST YORK
M4M	EAST TORONTO
M4N	CENTRAL TORONTO
M4P	CENTRAL TORONTO
M4R	CENTRAL TORONTO
M4S	CENTRAL TORONTO
M4T	CENTRAL TORONTO
M4V	CENTRAL TORONTO
M4W	DOWNTOWN
M4X	DOWNTOWN
M4Y	DOWNTOWN
M5A	DOWNTOWN
M5B	DOWNTOWN
M5C	DOWNTOWN
M5E	DOWNTOWN
M5G	DOWNTOWN
M5H	DOWNTOWN
M5J	DOWNTOWN
M5K	DOWNTOWN
M5L	DOWNTOWN
M5M	NORTH YORK
M5N	CENTRAL TORONTO
M5P	CENTRAL TORONTO
M5R	CENTRAL TORONTO
M5S	DOWNTOWN
M5T	DOWNTOWN
M5V	DOWNTOWN
M5X	DOWNTOWN
M6A	NORTH YORK
M6B	NORTH YORK
M6C	YORK
M6E	YORK
M6C	YORK
M6E	YORK
M6G	DOWNTOWN
M6H	WEST TORONTO
M6J	WEST TORONTO
M6K	WEST TORONTO
M6L	NORTH YORK
M6M	YORK
M6N	YORK
M6P	WEST TORONTO
M6R	WEST TORONTO
M6S	WEST TORONTO
M7A	QUEENS PARK
M8V	ETOBICOKE
M8W	ETOBICOKE
M8X	ETOBICOKE
M8Y	ETOBICOKE
M8Z	ETOBICOKE
M9A	ETOBICOKE
M9B	ETOBICOKE
M9C	ETOBICOKE
M9L	NORTH YORK
M9M	NORTH YORK
M9N	WESTON
M9P	ETOBICOKE
M9R	ETOBICOKE
M9V	ETOBICOKE
M9W	ETOBICOKE

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

GREATER TORONTO (GTO)

L1E	COURTICE
L1G	OSHAWA
L1H	OSHAWA
L1J	OSHAWA
L1K	OSHAWA
L1L	OSHAWA
L1M	WHITBY
L1N	WHITBY
L1P	WHITBY
L1R	WHITBY
L1S	AJAX
L1T	AJAX
L1V	PICKERING
L1W	PICKERING
L1X	PICKERING
L1Y	PICKERING
L1Z	AJAX
L2A	FORT ERIE
L2E	NIAGARA FALLS
L2G	NIAGARA FALLS
L2H	NIAGARA FALLS
L2J	NIAGARA FALLS
L2M	ST CATHERINES
L2N	ST CATHERINES
L2P	ST CATHERINES
L2R	ST CATHERINES
L2S	ST CATHERINES
L2T	ST CATHERINES
L2V	ST CATHERINES
L2W	ST CATHERINES
L3B	WELLAND
L3C	WELLAND
L3K	PORT COLBORNE
L3M	GRIMSBY
L3P	MARKHAM
L3R	MARKHAM
L3S	MARKHAM
L3T	THORNHILL
L3X	NEWMARKET
L3Y	NEWMARKET
L3Z	BRADFORD
L4A	STOUFFVILLE
L4B	RICHMOND HILL
L4C	RICHMOND HILL
L4E	RICHMOND HILL
L4G	AURORA
L4H	WOODBRIDGE
L4J	THORNHILL
L4K	CONCORD
L4L	WOODBRIDGE
L4P	KESWICK
L4S	RICHMOND HILL
L4T	MISSISSAUGA
L4V	MISSISSAUGA
L4W	MISSISSAUGA
L4X	MISSISSAUGA
L4Y	MISSISSAUGA
L4Z	MISSISSAUGA
L5A	MISSISSAUGA
L5B	MISSISSAUGA
L5C	MISSISSAUGA
L5E	MISSISSAUGA
L5G	MISSISSAUGA
L5H	MISSISSAUGA
L5J	MISSISSAUGA
L5K	MISSISSAUGA
L5L	MISSISSAUGA
L5M	MISSISSAUGA
L5N	MISSISSAUGA
L5P	MISSISSAUGA (YYZ)
L5R	MISSISSAUGA
L5S	MISSISSAUGA
L5T	MISSISSAUGA
L5V	MISSISSAUGA
L5W	MISSISSAUGA
L6A	MAPLE
L6B	MARKHAM
L6C	MARKHAM
L6E	MARKHAM
L6G	MARKHAM
L6H	OAKVILLE
L6J	OAKVILLE
L6K	OAKVILLE
L6L	OAKVILLE
L6M	OAKVILLE
L6P	BRAMPTON
L6R	BRAMPTON
L6S	BRAMPTON
L6T	BRAMPTON
L6V	BRAMPTON
L6W	BRAMPTON
L6X	BRAMPTON
L6Y	BRAMPTON
L6Z	BRAMPTON
L7A	BRAMPTON
L7B	KING CITY
L7C	CALEDON
L7E	BOLTON
L7G	GEORGETOWN
L7J	ACTON
L7K	CALEDON VILLAGE
L7L	BURLINGTON
L7M	BURLINGTON
L7N	BURLINGTON
L7P	BURLINGTON
L7R	BURLINGTON
L7S	BURLINGTON
L7T	BURLINGTON
L8E	HAMILTON
L8G	HAMILTON
L8H	HAMILTON
L8J	HAMILTON
L8K	HAMILTON
L8L	HAMILTON
L8M	HAMILTON
L8N	HAMILTON
L8P	HAMILTON
L8R	HAMILTON
L8S	HAMILTON
L8T	HAMILTON
L8V	HAMILTON
L8W	HAMILTON
L9A	HAMILTON
L9B	HAMILTON
L9C	HAMILTON
L9G	ANCASTER
L9H	DUNDAS
L9K	ANCASTER
L9L	PORT PERRY
L9N	HOLLAND LANDING
L9P	UXBRIDGE
L9T	MILTON
L9V	ORANGEVILLE
L9W	ORANGEVILLE
N1A	DUNNVILLE
N1C	GUELPH
N1E	GUELPH
N1G	GUELPH
N1H	GUELPH
N1K	GUELPH
N1L	GUELPH
N1M	FERGUS
N1P	CAMBRIDGE
N1R	CAMBRIDGE
N1S	CAMBRIDGE
N1T	CAMBRIDGE
N2A	KITCHENER
N2B	KITCHENER
N2C	KITCHENER
N2E	KITCHENER
N2G	KITCHENER
N2H	KITCHENER
N2J	WATERLOO
N2K	WATERLOO
N2L	WATERLOO
N2M	KITCHENER
N2N	KITCHENER
N2P	KITCHENER
N2R	KITCHENER
N2T	WATERLOO
N2V	WATERLOO
N3B	ELMIRA
N3C	CAMBRIDGE
N3E	CAMBRIDGE
N3H	CAMBRIDGE
N3W	CALEDONIA
N3Y	SIMCOE
N4K	OWEN SOUND
N4N	HANOVER

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

INSERT DISTRIBUTION NETWORK

PLANT/ZONE	REGION	DELIVERY
TORONTO	**METRO EDITION**	
TOR	TORONTO	FULL/HD/FSA
GTO	GREATER TORONTO	FULL/HD/FSA
GON	GREATER ONTARIO	FULL
MONTREAL	**OTTAWA/QUEBEC**	
OTT	OTTAWA	FULL/HD
QUE	QUEBEC	FULL/HD
HALIFAX	**ATLANTIC CANADA**	
MAR	MARITIMES	FULL/HD
ESTEVAN	**PRAIRIE**	
MAN	MANITOBA	FULL/HD
SAS	SASKATCHEWAN	FULL/HD
CALGARY	**ALBERTA**	
EDM	EDMONTON	FULL/HD
CAL	CALGARY	FULL/HD
VANCOUVER	**BRITISH COLUMBIA**	
VAN	VANCOUVER	FULL/HD
VIC	VICTORIA	FULL/HD

DELIVERY OPTIONS		
FULL	FULL DELIVERY (HOME DELIVERY/SINGLE COPY)	MECHANICAL ONLY
HD	HOME DELIVERY	MECHANICAL/HAND
FSA	FORWARD SORTATION AREA	HAND ONLY

SPECIAL PRODUCTS – POST-IT® NOTES

- Monday through Friday (excluding last Friday of every month)
- Home Delivery Only
- Minimum Order 25,000
- Four weeks notice required
- Rates are CPM (net)

3"x 4"	25,000	50,000	100,000
1 Spot Colour	$195.00	$185.00	$180.00
2 Spot Colours	$200.00	$190.00	$185.00
3/4 Spot Colours	$210.00	$195.00	$190.00
Process Colour	$215.00	$200.00	$195.00

Imprint Area: 2 9/16" deep x 3 5/8" wide

4"x 6"	25,000	50,000	100,000
1 Spot Colour	$205.00	$190.00	$185.00
2 Spot Colours	$220.00	$195.00	$190.00
3/4 Spot Colours	$230.00	$200.00	$195.00
Process Colour	$240.00	$205.00	$200.00

Imprint Area: 3 5/8" deep x 5 13/16" wide

No bleeds. Paper available in white, yellow, pink, green, blue, cream or gray. Digital files must be provided four weeks prior to run date. Additional charges will apply if manufacturer is required to make adjustments to supplied art. Price includes printing, handling and delivery. Die cutting for non-standard shapes extra. All prices are net. 50% surcharge on rates not supported by ROP advertising.

If client provides their own post-it® notes, there will be a handling fee of $200/M net for regular distribution.

Product supplied must meet Globe and Mail standards. Please provide a sample or mock-up for approval. Post-it notes must be supplied in pads of 50. Product must arrive five to seven business days prior to insertion. For shipping instructions, please see pages 18-19.

Contact Michael Anderson – 416-585-5455 or mwanderson@globeandmail.com for details.

SPECIAL PRODUCTS – SLEEVES

- Monday through Friday (excluding last Friday of every month)
- Home Delivery Only
- Minimum Order 25,000
- Six weeks notice required
- Rates are CPM (net)

Sleeves

1 SIDE	25,000	50,000	100,000
1 Spot Colour	$375.00	$330.00	$310.00
2 Spot Colours	$415.00	$350.00	$325.00
3 Spot Colours	$470.00	$385.00	$340.00
4 Spot Colours	$540.00	$420.00	$355.00
Process Colour	N/A	$550.00	$440.00

2 SIDES - SAME	25,000	50,000	100,000
1 Spot Colour	$390.00	$350.00	$325.00
2 Spot Colours	$430.00	$365.00	$340.00
3 Spot Colours	$485.00	$395.00	$350.00
4 Spot Colours	$555.00	$430.00	$365.00
Process Colour	N/A	$565.00	$460.00

2 SIDES - DIFFERENT	25,000	50,000	100,000
1 Spot Colour	$430.00	$365.00	$340.00
2 Spot Colours	$480.00	$395.00	$350.00
3 Spot Colours	$585.00	$445.00	$380.00
4 Spot Colours	$695.00	$505.00	$400.00
Process Colour	N/A	$625.00	$495.00

Printed on white opaque or clear plastic (22" wide x 10" deep x .001 mil thick). Imprint Area: 16" wide x 9.5" deep. Digital files must be provided six weeks prior to run date. Additional charges will apply if manufacturer is required to make adjustments to supplied material. Prices include printing, handling and delivery. All prices are net. 50% surcharge on rates not supported by ROP advertising.

If client provides their own sleeves, there will be a handling fee of $200/M net for regular distribution.

Product supplied must meet Globe and Mail standards. Please provide a sample or mock-up for approval. Sleeves must be supplied in bundles of 100. Product must arrive five to seven business days prior to insertion. For shipping instructions, please see pages 18-19.

Contact Michael Anderson – 416-585-5455 or mwanderson@globeandmail.com for details.

SPECIAL PRODUCTS – TAGS

- Monday through Friday (excluding last Friday of every month)
- Home Delivery Only
- Minimum Order 12,500
- Six weeks notice required
- Rates are CPM (net)

1 SIDE	12,500	25,000	50,000	100,000
Process Colour	$350.00	$295.00	$270.00	$240.00

2 SIDES	12,500	25,000	50,000	100,000
Process Colour	$360.00	$305.00	$280.00	$250.00

Tag size: 3" wide x 3.5" deep. Imprint Area: 2.5" wide x 3" deep. Digital files must be provided six weeks prior to run date. Printed on one or two sides on 15 point coated stock. Additional charges will apply if manufacturer is required to make adjustments to supplied material. Price includes printing, attaching the tag to the newspaper with an elastic band, and delivery. Die cutting for non-standard tags extra. All prices are net. 50% surcharge on rates not supported by ROP advertising.

If client provides their own tags, there will be a handling fee of $200/M net for regular distribution.

Product supplied must meet Globe and Mail standards. Please provide a sample or mock-up for approval. Tags must be supplied in bundles of 50. Product must arrive five to seven business days prior to insertion. For shipping instructions, please see pages 18-19.

Contact Michael Anderson – 416-585-5455 or mwanderson@globeandmail.com for details.

SPECIAL PRODUCTS – OUTSERTS

- Monday through Friday (excluding last Friday of every month)
- Home Delivery Only
- Die cutting extra
- Six weeks notice required
- Rates are CPM (net)

METRO	
Process Colour	$19,500

Outsert size: Front panel 5¾" x 11"; back panel 10½" x 11". Digital files must be provided six weeks prior to run date. Printed on one side on 100# coated stock. Additional charges will apply if manufacturer is required to make adjustments to supplied material. Price includes printing, attaching the outsert to the newspaper, and delivery. Die cutting extra. All prices are net. 50% surcharge on rates not supported by ROP advertising.

NATIONAL	
Process Colour	$32,500

If client provides their own outserts, there will be a handling fee of $325/M net for regular distribution.

Product supplied must meet Globe and Mail standards. Please provide a sample or mock-up for approval. Outserts must be supplied cross-tied in bundles of 50. Product must arrive five to seven business days prior to insertion. For shipping instructions, please see pages 18-19.

Contact Michael Anderson – 416-585-5455 or mwanderson@globeandmail.com for details.

SHIPPING INSTRUCTIONS – MECHANICAL INSERTS

PLEASE NOTE:

THE INSERT MATERIAL DEADLINE IS FIVE BUSINESS DAYS PRIOR TO THE RUN DATE. SHIPMENTS ARRIVING MORE THAN SEVEN BUSINESS DAYS PRIOR TO INSERTION WILL BE REFUSED.

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 later than three business days prior to the insertion date. 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 604-527-9230 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 less than three business days prior to the insertion date 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

Please supply an additional 1.5% for spoilage.

MULTIPLE VERSIONS

Maximum of two versions per plant. Inserts must be identical in size, number of pages and paper stock. Only content may vary. Product must be separated and clearly labelled prior to delivery to our plants.

MIXED SPLIT-RUN INSERTS (A-B SPLITS)

Mixed split-run inserts (A-B splits) must arrive pre-mixed and with the correct distribution indicated on the shipment label. Inserts must be identical in size, number of pages and paper stock. Only content may vary.

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
- 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 Linda Hoefler at 416-585-5856, lhoefler@globeandmail.com regarding all production inquiries, cancellations or delivery delays www.globelink.ca/newspaper/inserts.

PLANT ADDRESSES AND RECEIVING HOURS

Toronto Plant

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

Estevan Plant

The Globe and Mail
c/o Estevan Web
1 Breeze Street, Hwy 39 West
South East Bay Door
Estevan, Saskatchewan S4A 2L7
8 AM - 6 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

Halifax Plant

TC Halifax Printing
Attn: Shipping
11 Ragged Lake Blvd
Halifax, NS B3S 1R3
8:00 AM - 4:00 PM Monday - Thursday
8:00 AM - 12:00 PM 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 INSERTS

- 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/SPECIAL PRODUCTS

PLEASE NOTE:

THE INSERT MATERIAL DEADLINE IS FIVE BUSINESS DAYS PRIOR TO THE RUN DATE. SHIPMENTS ARRIVING MORE THAN SEVEN BUSINESS DAYS PRIOR TO INSERTION WILL BE REFUSED.

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 later than three business days prior to the insertion date. 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 604-527-9230 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 less than three business days prior to the insertion date 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

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 Linda Hoefler at 416-585-5856, lhoefler@globeandmail.com regarding all production inquiries, cancellations or delivery delays www.globelink.ca/newspaper/inserts.

PLANT ADDRESSES AND RECEIVING HOURS

Toronto Plant

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

Estevan Plant

The Globe and Mail
c/o Estevan Web
1 Breeze Street, Hwy 39 West
South East Bay Door
Estevan, Saskatchewan S4A 2L7
8 AM - 6 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

Halifax Plant

TC Halifax Printing
Attn: Shipping
11 Ragged Lake Blvd
Halifax, NS B3S 1R3
8:00 AM - 4:00 PM Monday - Thursday
8:00 AM - 12:00 PM 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 – HAND INSERTS/SPECIAL PRODUCTS

BUNDLING CHART

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

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

OUTSERTS - supplied cross-tied in bundles of 50

POST-IT NOTES - supplied in pads of 50

SLEEVES - banded in bundles of 100

TAGS - banded in bundles of 50

Note: Maximum bundle weight: 25 lbs.

- 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 Linda Hoefler at 416-585-5856, lhoefler@globeandmail.com regarding all production inquiries, cancellations or delivery delays www.globelink.ca/newspaper/inserts.

CONTACT US

ADVERTISING INSERTS

TORONTO ONTARIO & MANITOBA
TEL: 1-800-387-9012 **EMAIL** advertising@globeandmail.com

EASTERN CANADA OTTAWA REGION, QUÉBEC, & ATLANTIC CANADA
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
TEL: 1-212-946-0219 **EMAIL** globeandmail@publicitas.com

THIRD PARTY AD MAGAZINES

Michael Anderson **TEL:** 416-585-5455 **EMAIL** mwanderson@globeandmail.com
Linda Hoefler **TEL:** 416-585-5856 **EMAIL** lhoefler@globeandmail.com

GLOBELINK.CA

CONTACT DIRECTORY	GLOBELINK.CA/DIRECTORY
INSERT INFORMATION	GLOBELINK.CA/NEWSPAPER/INSERTS

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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.