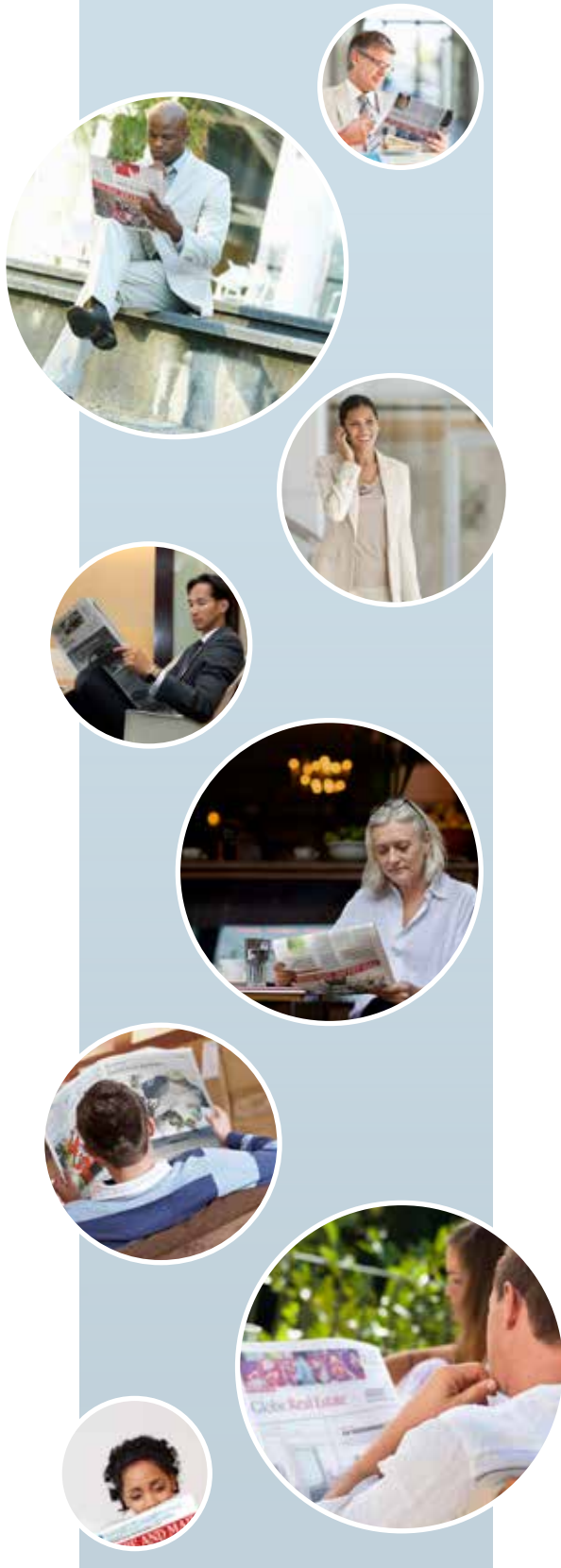






## **CONTENTS** HAND INSERTS - MONDAYS – THURSDAYS ONLY



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## INSERT RATES MONDAYS – THURSDAYS ONLY

### 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 2% for spoilage.

### Shipping Instructions

Hand Inserts – see pages 12 and 14.

### 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, 14th Floor**

**Toronto, Ontario M5A 0N1**

**Please include a contact name, phone number and email address with your sample.**

### 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](mailto:mwanderson@globeandmail.com).

**Please note: the insert material deadline is five business days prior to the run date. Shipments arriving more than two weeks 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. 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 604-527-9243 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 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.

### 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, 14th Floor

Toronto, ON M5A 0N1

phone: 416-585-5455

email: [mwanderson@globeandmail.com](mailto:mwanderson@globeandmail.com)

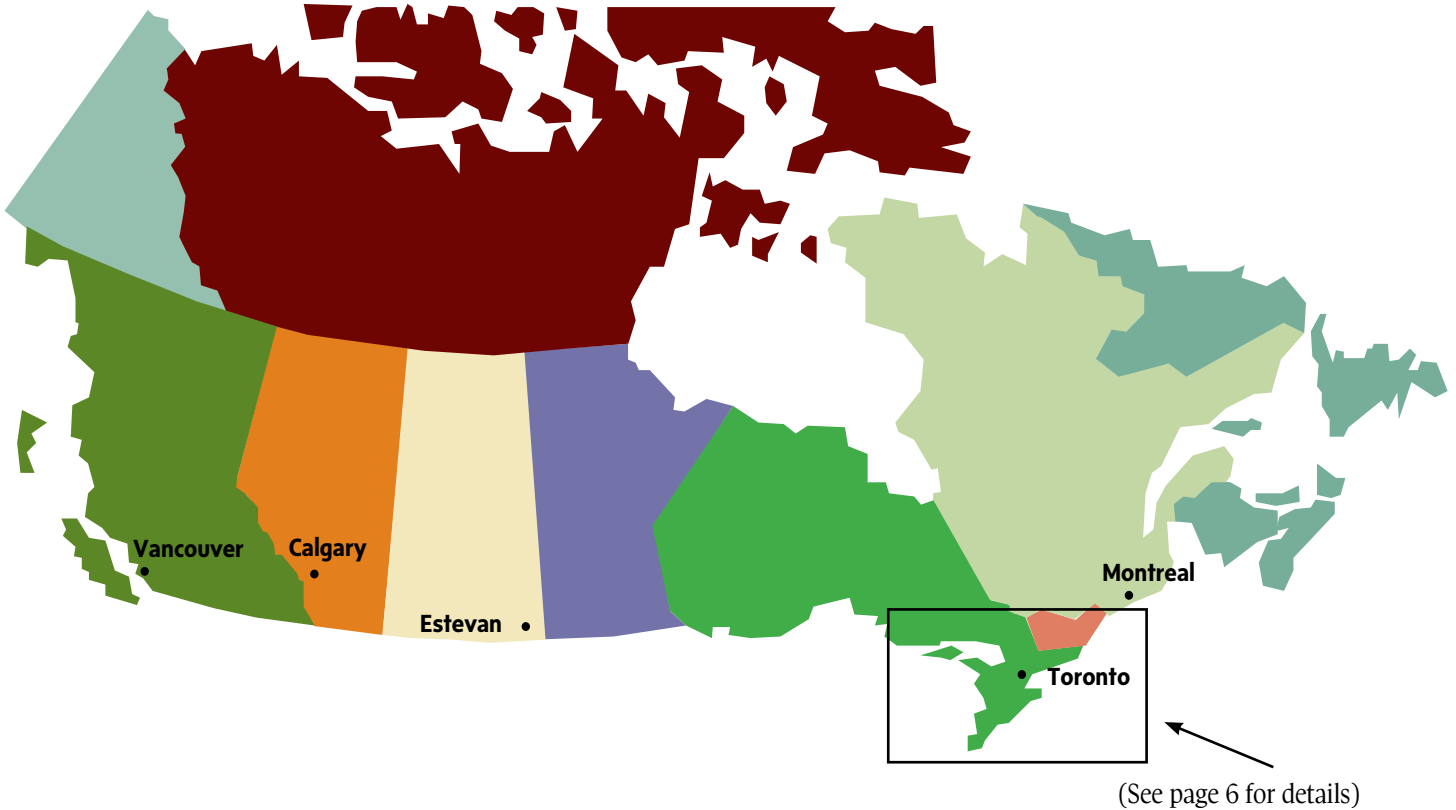


## INSERT DISTRIBUTION NETWORK MONDAYS - THURSDAYS ONLY

PLANT/ZONE	SUBZONE	DELIVERY
<b>TOR</b>	<b>Metro Edition</b>	
TOR	BAYVIEW	HD
TOR	DOWNSVIEW	HD
TOR	EAST YORK	HD
TOR	EGLINTON	HD
TOR	ISLINGTON	HD
TOR	LAWRENCE	HD
TOR	SCARBOROUGH	HD
TOR	TOR EAST	HD
TOR	TOR WEST	HD
TOR	WESTON	HD
TOR	DURHAM REGION	HD
TOR	HALTON REGION	HD
TOR	PEEL REGION	HD
TOR	YORK REGION	HD
TOR	CENTRAL ONT	HD
TOR	EASTERN ONT	HD
TOR	NORTHERN ONT	HD
TOR	WESTERN ONT	HD
<b>MONTREAL</b>	<b>OTTAWA/QUEBEC</b>	
OTT	OTTAWA	HD
QUE	QUEBEC	HD
<b>ESTEVAN</b>	<b>PRAIRIE</b>	
MAN	MANITOBA	HD
SAS	SASKATCHEWAN	HD
<b>CALGARY</b>	<b>ALBERTA</b>	
EDM	EDMONTON	HD
CAL	CALGARY	HD
<b>VANCOUVER</b>	<b>BRITISH COLUMBIA</b>	
VAN	VANCOUVER	HD
INT	BC INTERIOR	HD
VIC	VICTORIA	HD
<b>DELIVERY OPTIONS</b>		
HD	HOME DELIVERY	HAND ONLY



## NATIONAL MAP



## National Edition

### TORONTO PLANT

(See page 6 for details)

**Metro Edition | TOR**

### MONTREAL PLANT

**Ottawa | OTT**

Brockville, Cornwall, Ottawa

**Quebec | QUE**

Hull, Montreal, Quebec City

### ESTEVAN 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**

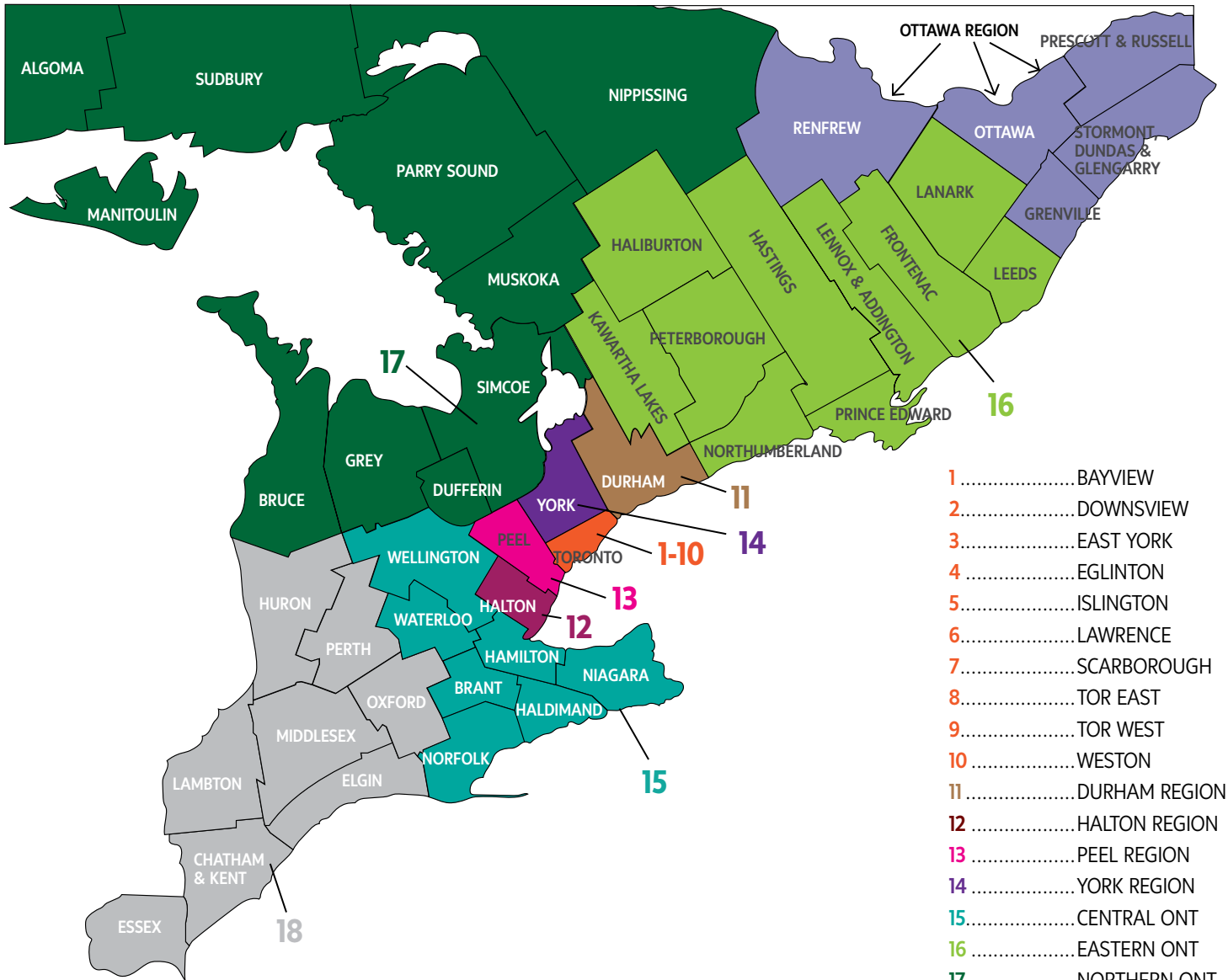
Abbotsford, Burnaby, Chilliwack, Coquitlam, Maple Ridge, New Westminister, North Vancouver, Richmond, Surrey, Vancouver, West Vancouver

**BC Interior | INT**

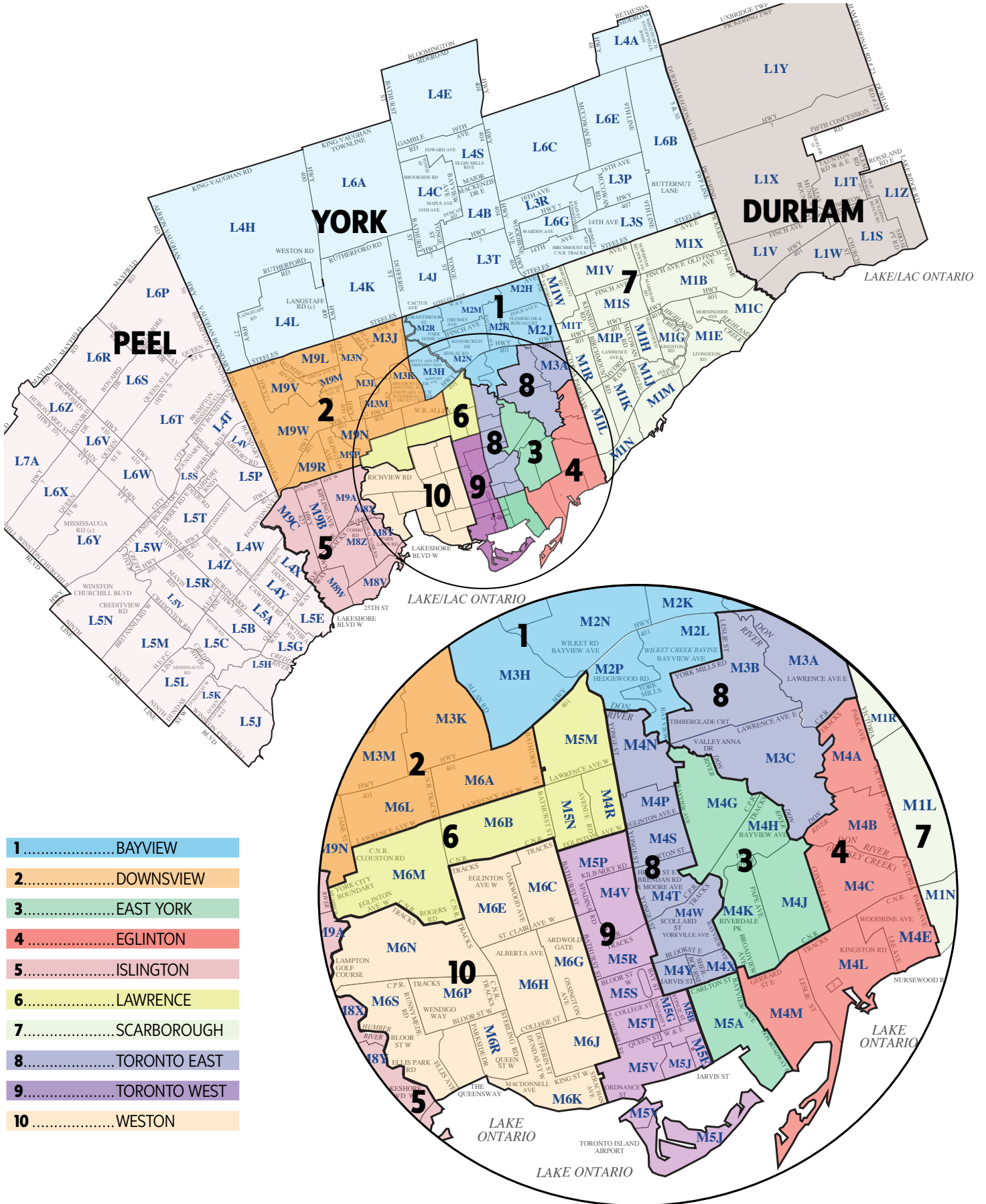
Kamloops, Kelowna, Penticton, Vernon

**Victoria | VIC**

Nanaimo, Victoria



**Note:** Ottawa Region is serviced from the Montreal Plant.



- 1 ..... BAYVIEW
- 2 ..... DOWNSVIEW
- 3 ..... EAST YORK
- 4 ..... EGLINTON
- 5 ..... ISLINGTON
- 6 ..... LAWRENCE
- 7 ..... SCARBOROUGH
- 8 ..... TORONTO EAST
- 9 ..... TORONTO WEST
- 10 ..... WESTON



## TORONTO REGION FSA LIST

### BAYVIEW 1

**M2H** ..... NORTH YORK  
**M2J** ..... NORTH YORK  
**M2K** ..... NORTH YORK  
**M2L** ..... NORTH YORK  
**M2M** ..... NORTH YORK  
**M2N** ..... NORTH YORK  
**M2P** ..... NORTH YORK  
**M2R** ..... WILLOWDALE  
**M3H** ..... NORTH YORK

### DOWNSVIEW 2

**M3J** ..... NORTH YORK  
**M3K** ..... DOWNSVIEW  
**M3L** ..... DOWNSVIEW  
**M3M** ..... DOWNSVIEW  
**M3N** ..... DOWNSVIEW  
**M6A** ..... NORTH YORK  
**M6L** ..... NORTH YORK  
**M9L** ..... NORTH YORK  
**M9M** ..... NORTH YORK  
**M9N** ..... WESTON  
**M9P** ..... ETOBICOKE  
**M9V** ..... ETOBICOKE  
**M9W** ..... ETOBICOKE

### EAST YORK 3

**M4G** ..... EAST YORK  
**M4H** ..... EAST YORK  
**M4J** ..... EAST YORK  
**M4K** ..... EAST YORK  
**M5A** ..... DOWNTOWN  
**M5B** ..... DOWNTOWN  
**M5C** ..... DOWNTOWN  
**M5E** ..... DOWNTOWN  
**M5W** ..... DOWNTOWN

### EGLINTON 4

**M4A** ..... NORTH YORK  
**M4B** ..... EAST YORK  
**M4C** ..... EAST YORK  
**M5E** ..... EAST YORK  
**M4L** ..... EAST YORK  
**M4M** ..... EAST TORONTO

### ISLINGTON 5

**M8V** ..... ETOBICOKE  
**M8W** ..... ETOBICOKE  
**M8X** ..... ETOBICOKE  
**M8Y** ..... ETOBICOKE  
**M8Z** ..... ETOBICOKE  
**M9A** ..... ETOBICOKE  
**M9B** ..... ETOBICOKE  
**M9C** ..... ETOBICOKE

### LAWRENCE 6

**M4R** ..... CENTRAL TORONTO  
**M5M** ..... NORTH YORK  
**M5N** ..... CENTRAL TORONTO  
**M6B** ..... NORTH TORONTO  
**M6M** ..... YORK  
**M9R** ..... ETOBICOKE

### SCARBOROUGH 7

**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

### TORONTO EAST 8

**M3A** ..... NORTH YORK  
**M3B** ..... DON MILLS  
**M3C** ..... DON MILLS  
**M4N** ..... CENTRAL TORONTO  
**M4P** ..... CENTRAL TORONTO  
**M4S** ..... CENTRAL TORONTO  
**M4T** ..... CENTRAL TORONTO  
**M4W** ..... DOWNTOWN  
**M4X** ..... DOWNTOWN  
**M4Y** ..... DOWNTOWN

### TORONTO WEST 9

**M4V** ..... CENTRAL TORONTO  
**M5G** ..... DOWNTOWN  
**M5H** ..... DOWNTOWN  
**M5J** ..... DOWNTOWN  
**M5K** ..... DOWNTOWN  
**M5L** ..... DOWNTOWN  
**M5P** ..... CENTRAL TORONTO  
**M5R** ..... CENTRAL TORONTO  
**M5S** ..... DOWNTOWN  
**M5T** ..... DOWNTOWN  
**M5V** ..... DOWNTOWN  
**M5X** ..... DOWNTOWN  
**M7A** ..... QUEENS PARK

### WESTON 10

**M6C** ..... YORK  
**M6E** ..... YORK  
**M6G** ..... DOWNTOWN  
**M6H** ..... WEST TORONTO  
**M6J** ..... WEST TORONTO  
**M6K** ..... WEST TORONTO  
**M6N** ..... YORK  
**M6P** ..... WEST TORONTO  
**M6R** ..... WEST TORONTO  
**M6S** ..... WEST TORONTO

### DURHAM 11

**L0A** ..... WEST NORTHUMBERLAND  
**L0B** ..... EAST DURHAM  
**L0C** ..... WEST DURHAM  
**L0E** ..... LAKE SIMCOE SE  
**L0K** ..... LAKE SIMCOE NORTH  
**L1B** ..... BOWMANVILLE  
**L1C** ..... BOWMANVILLE  
**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  
**L9L** ..... PORT PERRY  
**L9P** ..... UXBRIDGE

### HALTON 12

**L0P** ..... HALTON REGION  
**L6H** ..... OAKVILLE  
**L6J** ..... OAKVILLE  
**L6K** ..... OAKVILLE  
**L6L** ..... OAKVILLE  
**L6M** ..... OAKVILLE  
**L7L** ..... BURLINGTON  
**L7M** ..... BURLINGTON  
**L7N** ..... BURLINGTON  
**L7P** ..... BURLINGTON  
**L7R** ..... BURLINGTON  
**L7S** ..... BURLINGTON  
**L7T** ..... BURLINGTON  
**L9T** ..... MILTON

### PEEL 13

**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  
**L5R** ..... MISSISSAUGA  
**L5S** ..... MISSISSAUGA  
**L5T** ..... MISSISSAUGA  
**L5V** ..... MISSISSAUGA  
**L5W** ..... MISSISSAUGA  
**L6P** ..... BRAMPTON  
**L6R** ..... BRAMPTON  
**L6S** ..... BRAMPTON  
**L6T** ..... BRAMPTON  
**L6V** ..... BRAMPTON  
**L6W** ..... BRAMPTON  
**L6X** ..... BRAMPTON  
**L6Y** ..... BRAMPTON  
**L6Z** ..... BRAMPTON  
**L7A** ..... BRAMPTON  
**L7C** ..... CALEDON  
**L7E** ..... BOLTON  
**L7G** ..... GEORGETOWN  
**L7J** ..... ACTON  
**L7K** ..... CALEDON VILLAGE

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





## TORONTO REGION FSA LIST

### YORK 14

LOG ..... ONTARIO CENTRE  
 LOH ..... WHITBY REGION  
 LOJ ..... NORTH PEEL  
 LOL ..... LAKE SIMCOE WEST  
 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  
 L6A ..... MAPLE  
 L6B ..... MARKHAM  
 L6C ..... MARKHAM  
 L6E ..... MARKHAM  
 L6G ..... MARKHAM  
 L7B ..... KING CITY  
 L9N ..... HOLLAND LANDING

### CEN ONT 15

LOR ..... EAST HALDIMAND  
 LOS ..... SOUTH NIAGARA  
 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  
 L8B ..... WATERDOWN  
 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  
 N0A ..... WEST HALDIMAND  
 N0E ..... BRANT AND NORFOLK  
 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  
 N3A ..... BADEN  
 N3B ..... ELMIRA  
 N3C ..... CAMBRIDGE  
 N3E ..... CAMBRIDGE  
 N3H ..... CAMBRIDGE  
 N3L ..... PARIS  
 N3P ..... BRANTFORD  
 N3R ..... BRANTFORD  
 N3S ..... BRANTFORD  
 N3T ..... BRANTFORD  
 N3V ..... BRANTFORD  
 N3W ..... CALEDONIA  
 N3Y ..... SIMCOE

### EAST ONT 16

K0C ..... STORMONT  
 K0E ..... SOUTH LEEDS  
 K0G ..... RIDEAU LAKES  
 K0H ..... FRONTENAC  
 K0K ..... QUINTE  
 K0L ..... NORTH HASTINGS  
 K0M ..... KAWARTHA LAKES  
 K7A ..... SMITHS FALLS

K7G ..... GANANOQUE  
 K7H ..... PERTH  
 K7K ..... KINGSTON  
 K7L ..... KINGSTON  
 K7M ..... KINGSTON  
 K7N ..... KINGSTON  
 K7P ..... KINGSTON  
 K7R ..... NAPANEE  
 K8N ..... BELLEVILLE  
 K8P ..... BELLEVILLE  
 K8R ..... BELLEVILLE  
 K8V ..... TRENTON  
 K9A ..... COBOURG  
 K9H ..... PETERBOROUGH  
 K9J ..... PETERBOROUGH  
 K9K ..... PETERBOROUGH  
 K9L ..... PETERBOROUGH  
 K9V ..... LINDSAY  
 L1A ..... PORT HOPE

### NOR ONT 17

LOM ..... GEORGIAN BAY SOUTH  
 LON ..... DUFFERIN  
 L3V ..... ORILLIA  
 L4M ..... BARRIE  
 L4N ..... BARRIE  
 L4R ..... MIDLAND  
 L9J ..... BARRIE  
 L9M ..... PENETANGUISHENE  
 L9R ..... ALLISTON  
 L9S ..... INNISFIL  
 L9V ..... ORANGEVILLE  
 L9W ..... ORANGEVILLE  
 L9Y ..... COLLINGWOOD  
 L9Z ..... WASAGA BEACH  
 N0B ..... WELLINGTON  
 N0C ..... GEORGIAN BAY SW  
 N0G ..... SOUTHERN BRUCE  
 N0H ..... BRUCE  
 N4K ..... OWEN SOUND  
 N4L ..... MEAFORD  
 N4M ..... HANOVER  
 P0M ..... ALGOMA  
 P1A ..... NORTH BAY  
 P1B ..... NORTH BAY  
 P1C ..... NORTH BAY  
 P1H ..... HUNTSVILLE  
 P1L ..... BRACEBRIDGE  
 P1P ..... GRAVENHURST  
 P2A ..... PARRY SOUND  
 P3A ..... SUDBURY  
 P3B ..... SUDBURY  
 P3C ..... SUDBURY  
 P3E ..... SUDBURY  
 P3G ..... SUDBURY  
 P3P ..... SUDBURY  
 P3Y ..... SUDBURY  
 P5A ..... ELLIOT LAKE  
 P5E ..... ESPANOLA  
 P6A ..... SAULT STE MARIE  
 P6B ..... SAULT STE MARIE  
 P6C ..... SAULT STE MARIE

### WEST ONT 18

N0N ..... LAMBTON  
 N0P ..... KENT  
 N0R ..... ESSEX  
 N4B ..... DELHI  
 N4G ..... TILLSONBURG  
 N4S ..... WOODSTOCK  
 N4T ..... WOODSTOCK  
 N4V ..... WOODSTOCK  
 N4X ..... ST MARYS  
 N4Z ..... STRATFORD  
 N5A ..... STRATFORD  
 N5C ..... INGERSOLL  
 N5P ..... ST THOMAS  
 N5R ..... ST THOMAS  
 N5V ..... LONDON  
 N5W ..... LONDON  
 N5X ..... LONDON  
 N5Y ..... LONDON  
 N5Z ..... LONDON  
 N6A ..... LONDON  
 N6B ..... LONDON  
 N6C ..... LONDON  
 N6E ..... LONDON  
 N6G ..... LONDON  
 N6H ..... LONDON  
 N6J ..... LONDON  
 N6K ..... LONDON  
 N6L ..... LONDON  
 N6M ..... LONDON  
 N6N ..... LONDON  
 N6P ..... LONDON  
 N7A ..... GODERICK  
 N7L ..... CHATHAM  
 N7M ..... CHATHAM  
 N7S ..... SARNIA  
 N7T ..... SARNIA  
 N7V ..... SARNIA  
 N7W ..... SARNIA  
 N7X ..... SARNIA  
 N8H ..... LEAMINGTON  
 N8M ..... ESSEX  
 N8N ..... TECUMSETH  
 N8P ..... WINDSOR  
 N8R ..... WINDSOR  
 N8S ..... WINDSOR  
 N8T ..... WINDSOR  
 N8V ..... WINDSOR  
 N8W ..... WINDSOR  
 N8X ..... WINDSOR  
 N8Y ..... WINDSOR  
 N9A ..... WINDSOR  
 N9B ..... WINDSOR  
 N9C ..... WINDSOR  
 N9E ..... WINDSOR  
 N9G ..... WINDSOR  
 N9H ..... LA SALLE  
 N9J ..... LA SALLE  
 N9V ..... AMHERSTBURG  
 N9Y ..... KINGSVILLE

FSA's included within a specific delivery zone are subject to change.



## SPECIAL PRODUCTS - POST-IT® NOTES

- Monday through Thursday (excluding last Friday of every month)
- Home Delivery Only

**Rate: \$400 per 1000 (net)**

Product supplied must meet Globe and Mail standards. Maximum size 4" x 6". Please provide a sample or mock-up for approval. Post-it notes must be supplied in pads of 50. Product must arrive five business days prior to insertion. For shipping instructions, please see pages 12-13.



## SPECIAL PRODUCTS - SLEEVES

- Monday through Thursday (excluding last Friday of every month)
- Home Delivery Only

**Rate: \$400 per 1000 (net)**

Product supplied must meet Globe and Mail standards. Product size 22" wide x 10" deep. Please provide a sample or mock-up for approval. Sleeves must be supplied in bundles of 100. Product must arrive five business days prior to insertion. For shipping instructions, please see pages 12-13.



Contact Michael Anderson – 416-585-5455 or [mwanderson@globeandmail.com](mailto:mwanderson@globeandmail.com) for details.



## SPECIAL PRODUCTS - TAGS

- Monday through Thursday (excluding last Friday of every month)
- Home Delivery Only

**Rate: \$400 per 1000 (net)**

Product supplied must meet Globe and Mail standards. Maximum size 3" wide x 3.5" deep. Please provide a sample or mock-up for approval. Tags must be supplied in bundles of 50. Product must arrive five business days prior to insertion. For shipping instructions, please see pages 12-13.



## SPECIAL PRODUCTS - OUTSERTS

- Monday through Thursday (excluding last Friday of every month)
- Home Delivery Only

**Rate: \$400 per 1000 (net)**

Product supplied must meet Globe and Mail standards. Outsert size: 15¾" x 11" flat folded to 11" x 11" with 5¾" short fold (front panel). Paper stock: 8 pt. gloss. Please provide a sample or mock-up for approval. Outserts must be supplied cross-tied in bundles of 50. Product must arrive five business days prior to insertion. For shipping instructions, please see pages 12-13.



Contact Michael Anderson – 416-585-5455 or [mwanderson@globeandmail.com](mailto:mwanderson@globeandmail.com) for details.



## 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 TWO WEEKS 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 604-527-9243 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 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](mailto:mwanderson@globeandmail.com) or Linda Hoefler at 416-585-5856, [lhoefler@globeandmail.com](mailto:lhoefler@globeandmail.com) regarding all production inquiries, cancellations or delivery delays [www.globelink.ca/newspaper/inserts](http://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

### 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](mailto:mwanderson@globeandmail.com) or Linda Hoefler at 416-585-5856, [lhoefler@globeandmail.com](mailto:lhoefler@globeandmail.com) regarding all production inquiries, cancellations or delivery delays [www.globelink.ca/newspaper/inserts](http://www.globelink.ca/newspaper/inserts).





## CONTACT US

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### ADVERTISING INSERTS

#### TORONTO ONTARIO & MANITOBA

TEL: 1-800-387-9012 EMAIL [advertising@globeandmail.com](mailto:advertising@globeandmail.com)

#### EASTERN CANADA OTTAWA REGION, QUÉBEC, & ATLANTIC CANADA

TEL: 1-800-363-7526 EMAIL [advertisingeasternca@globeandmail.com](mailto:advertisingeasternca@globeandmail.com)

#### BRITISH COLUMBIA

TEL: 1-800-663-1311 EMAIL [advertisingwesternca@globeandmail.com](mailto:advertisingwesternca@globeandmail.com)

#### NORTHWEST TERRITORIES & NUNAVUT

TEL: 1-604-685-0308 EMAIL [advertisingwesternca@globeandmail.com](mailto:advertisingwesternca@globeandmail.com)

#### ALBERTA & SASKATCHEWAN

TEL: 1-403-245-4987 or 1-403-774-8024 EMAIL [advertisingwesternca@globeandmail.com](mailto:advertisingwesternca@globeandmail.com)

#### UNITED STATES & WORLDWIDE

TEL: 1-212-946-0219 EMAIL [newyork@thenewbase.com](mailto:newyork@thenewbase.com)

### THIRD PARTY AD MAGAZINES

Michael Anderson TEL: 416-585-5455 EMAIL [mwanderson@globeandmail.com](mailto:mwanderson@globeandmail.com)

Linda Hoefler TEL: 416-585-5856 EMAIL [lhoefler@globeandmail.com](mailto:lhoefler@globeandmail.com)

### GLOBELINK.CA

CONTACT DIRECTORY

[GLOBELINK.CA/DIRECTORY](http://GLOBELINK.CA/DIRECTORY)

INSERT INFORMATION

[GLOBELINK.CA/NEWSPAPER/INSERTS](http://GLOBELINK.CA/NEWSPAPER/INSERTS)

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