

# Preprint Specifications



December 2019

## Size Requirements

*2% spoilage recommended*

Maximum: 11" x 11"

Minimum: 7" x 5"

Size across the fold/spine of the product

## Page Requirements

Maximum: 120-page Tabloid

Minimum: Single sheet on 50# paper or .005"

## Delivery Requirements

*Preprint manager - Roger Vanegas*

*(863) 583-1202 ext. 349*

Shipments should be delivered F.O.B. destination (Prepaid) to the Sun Publications Shipping and Receiving department.

**Receiving hours:**

8:30 am - 4:00 pm Monday-Friday

**Delivery Address:**

Sun Publications of Florida

7060 Havertys Way

Lakeland, FL 33805

*Inserts should be received no later than 5 business days prior to insertion date.*

*If you have any problems meeting these deadlines please contact your Community News sales representative.*

## Bill of Ladings/Skid Tags

-Name of newspaper

-Name of advertiser

-Insert run date

-Total number of inserts shipped

-Number of inserts on each pallet

-Name of Printer and phone number

## Boxes need to have

-Name of newspaper

-Name of advertiser

-Insert run date

-Number of inserts in each box

-Number of total inserts

## Packaging Requirements

*The following specifications should be used to ensure your inserts are usable condition when received*

-Inserts must be suitable for machine insertion with individual bundles, not tied or banded

-All inserts must be stacked on pallets in consistent bundles and be well jogged.

-Please avoid curling the inserts when wrapping skids.

-Cardboard or suitable sheets should be placed between layers

-Pallets must have the clearance to accommodate a forklift or pallet jack.

-A skid tag must be displayed with a sample of the product on the two opposite sides of the skid.

-Do not double stack pallets on the truck.

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## The LAKER / Lutz NEWS

Community News Publications

address: 3632 Land O' Lakes Blvd, Suite 102, Land O' Lakes, FL 34639 • phone: 813.909.2800 • fax: 813.909.2802 • web: [www.lakerlutznews.com](http://www.lakerlutznews.com)

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