

Preprint Specifications

Size Requirements

2% spoilage recommended

Maximum: 11" x 11"

Minimum: 7" x 5"

Size across the fold/spine of the product

Page Requirements

Maximum: 72-page Tabloid

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

Delivery Requirements

Preprint manager - Michelle Jeffers

(352) 753-9652

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

Receiving hours:

8:00 am - 5:00 pm Monday-Friday

Delivery Address:

The Villages Daily Sun

4970 Orba Drive

The Villages, FL 32163

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.

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