

Preprint Shipping Specifications & Delivery Requirements

Subscriber Preprints

Sunday & Thursday Preprints

The Star-Ledger Piscataway Packaging Center
20 Duke Road, Piscataway, NJ 08854
Phone: (732) 560-1563 • Fax: (732) 560-0336
Delivery Time: Mon.-Sat. 6AM-7PM
Delivery Deadline: 15 Days prior to publication

Tuesday, Wednesday, & Friday Preprints

The Star-Ledger Montville Packaging Center
26 Riverside Drive, Pine Brook, NJ 07058
Phone: (973)-882-6120 • Fax: (973) 227-1848
Delivery Time: Mon.-Sat. 7AM-2PM
Delivery Deadline: 15 Days prior to publication

Non-Subscriber Preprints

Friday Publication via CBA & USPS

The Star-Ledger Piscataway Packaging Center
20 Duke Road, Piscataway, NJ 08854
Phone: (732) 560-1563 • Fax: (732) 560-0336
Delivery Time: Mon.-Sat. 6AM-7PM
Delivery Deadline: 15 Days prior to publication

Friday Publication via RedPlum

300 McIntyre Drive, Newark, DE 19711
Phone: Charles David (302) 861-3567
Delivery Times: Mon.-Fri. 7:30AM-5:30PM, Sat. 7:30AM-4:30PM
Delivery Deadline: 15 Days prior to publication

Friday Non-subscriber ZIP Codes for CBA Distribution

07001	AVENEL	07844	HOPE TWP
07008	CARTERET	07846	JOHNSONBURG
07016	CRANFORD	07848	LAFAYETTE
07017	EAST ORANGE(AMPERE)	07851	LAYTON
07018	EAST ORANGE	07855	MIDDLEVILLE
07023	FANWOOD	07860	NEWTON
07027	GARWOOD	07863	OXFORD
07033	KENILWORTH	07865	PORT MURRAY
07036	LINDEN	07874	STANHOPE
07040	MAPLEWOOD	07875	STILLWATER
07041	MILLBURN	07877	SWARTSWOOD
07050	ORANGE	07879	TRANQUILITY
07059	WARREN	07880	VIENNA
07060	NORTH PLAINFIELD	07901	SUMMIT
07062	PLAINFIELD(NETHERWOOD)	07922	BERKELEY HEIGHTS
07064	PORT READING	07928	CHATHAM
07065	RAHWAY	07940	MADISON
07066	CLARK	07974	NEW PROVIDENCE
07067	COLONIA	08805	BOUND BROOK
07069	WATCHUNG	08807	BRIDGEWATER
07076	SCOTCH PLAINS	08812	DUNELLEN/GREEN BROOK
07077	SEWAREN	08816	EAST BRUNSWICK
07078	SHORT HILLS	08817	EDISON
07081	SPRINGFIELD	08820	EDISON (NORTH STATION)
07083	UNION	08824	KENDALL PARK
07088	VAUXHALL	08828	HELMETTA
07090	WESTFIELD	08830	ISELIN
07092	MOUNTAINSIDE	08832	KEASBEY
07095	WOODBIDGE	08835	MANVILLE
07109	BELLEVILLE	08836	MARTINSVILLE
07114	NEWARK	08837	EDISON (MENLO PARK)
07201	ELIZABETH (UNION SQ)	08840	METUCHEN
07202	ELIZABETH (BAYWAY)	08850	MILLTOWN
07203	ROSELLE	08853	NESHANIC STATION/BRANCHBURG
07204	ROSELLE PARK	08857	OLD BRIDGE
07205	HILLSIDE	08859	PARLIN
07206	ELIZABETH (PORT)	08861	PERTH AMBOY
07208	ELIZABETH (NORTH STATION)	08863	FORDS
07403	BLOOMINGDALE	08869	RARITAN
07442	POMPTON LAKES	08872	SAYREVILLE
07820	ALLAMUCHY	08876	SOMERVILLE
07821	ANDOVER	08879	SOUTH AMBOY
07822	AUGUSTA	08882	SOUTH RIVER
07825	BLAIRSTOWN	08884	SPOTSWOOD
07826	BRANCHVILLE	08901	NEW BRUNSWICK
07837	GLASSER	08902	NORTH BRUNSWICK
07838	GREAT MEADOWS	08904	HIGHLAND PARK
07839	GREENDELL		
07840	HACKETTSTOWN		
07843	HOPATCONG		

Friday Non-subscriber ZIP Codes for RedPlum Distribution

07003	BLOOMFIELD	07853	LONG VALLEY
07004	FAIRFIELD	07857	NETCONG
07005	BOONTON	07866	ROCKAWAY
07006	CALDWELLS,THE	07869	RANDOLPH
07009	CEDAR GROVE	07870	SCHOOLEYS MOUNTAIN
07021	ESSEX FELLS	07876	SUCCASUNNA
07028	GLEN RIDGE	07878	MOUNT TABOR
07034	LAKE HIAWATHA	07920	BASKING RIDGE
07039	LIVINGSTON	07921	BEDMINSTER
07042	MONTCLAIR	07926	BROOKSIDE
07043	UPPER MONTCLAIR	07927	CEDAR KNOLLS
07044	VERONA	07930	CHESTER
07045	MONTVILLE	07931	FAR HILLS
07046	MOUNTAIN LAKES	07932	FLORHAM PARK
07052	WEST ORANGE	07933	GILLETTE
07054	PARSIPPANY	07935	GREEN VILLAGE
07058	PINE BROOK	07936	EAST HANOVER
07063	PLAINFIELD(A STATION)	07938	LIBERTY CORNER
07068	ROSELAND	07945	MENDHAM
07079	SOUTH ORANGE	07946	MILLINGTON
07080	SOUTH PLAINFIELD	07950	MORRIS PLAINS
07082	TOWACO	07960	MORRISTOWN
07110	NUTLEY	07976	NEW VERNON
07801	DOVER	07977	PEAPACK
07803	MINE HILL	07978	PLUCKEMIN
07828	BUDD LAKE	07980	STIRLING
07834	DENVILLE	07981	WHIPPANY
07836	FLANDERS	08831	JAMESBURG/MONROE
07845	IRONIA	08844	HILLSBOROUGH
07847	KENVIL	08846	MIDDLESEX
07849	LAKE HOPATCONG	08854	PISCATAWAY
07850	LANDING	08880	SOUTH BOUND BROOK
07852	LEDGEWOOD		

Alternate delivery times are made by appointment only and must be set up at least 48 hours in advance of our regular deadlines. Preprints not adhering to deadlines and specifications will not be accepted. Trucks are unloaded on a first come first serve basis

▲ PAYMENT

The Star-Ledger will not accept COD shipments—all payments must be arranged in advance through credit or prepayment.

▲ REFUSAL OF SHIPMENT

The Star-Ledger reserves the right to refuse any shipment if the trailer is unsafe for unloading.

Packaging Requirements

▲ BILL OF LADING

A separate Bill of Lading (BOL) stamped "Prepaid" must accompany each truckload and contain the following information:

- Printer Name, Contact Person, & Phone Number
- Trucking Company
- Customer & Promotion Name
- Number of skids

▲ PALLETS

All product loads must be placed on pallets. Pallets must be open on all sides, allowing for 4-way entry, and have the following dimensions:

- 48" in maximum length
- 40" in maximum width
- 60" in maximum height
- 2,200 lbs. in maximum weight
- Pallets must be grade B quality

The Star-Ledger will not receive material stacked on black plastic pallets. These pallets, known as "perfect pallets", are not approved for use in The Star-Ledger Direct Mail facilities. Pressed particle wood pallets may be refused if in poor condition.

▲ MULTIPLE VERSIONS

- Multiple versions in cartons packaged on a single pallet must be separated by cardboard dividers.
- Multiple versions not in cartons must be placed on separate pallets.

▲ PROTECTION

Pallet tops

- To prevent shifting or crushing of loads, all pallets should be secured by: -corner guards -cross bands -stretchwrap and/or shrinkwrap
- Pallet tops should match but not exceed the size of the skid to help protect contents against damage.
- No metal banding material is allowed

Skid covers

One protective cover should be placed on the skid before stacking material, and another before topping to prevent damaged and curled material. Materials should not extend beyond the edges of the skid.

Tier sheets

Tier sheets of cardboard should be used on every other tier to keep material flat.

Gaps

Gaps between bundles or unsecured "lifts" in a tier should be avoided to prevent sagging of the next tier. Lifts should span gaps in the tier to prevent the end of the lift from slipping into the gap.

Folded material

Folded pieces should be brick stacked (e.g., open edge alternating left to right) in groups of 50 to 150 pieces (approximately 4 inches thick) with the same side of the document always facing up to ensure square, flat lifts with interlocking layers.

▲ SMALL SHIPMENTS

Small shipments may be boxed in cartons instead of bulk-stacked on skids.

- Different versions must be stacked in separate cartons.
- There must be dividers between rows on the tier.
- Folded materials may be turned by handfulls to prevent a "shingling" effect.
- Lifts or turns should be a minimum of 25, but not exceed 5 inches in height.
- Lifts should be separated by sheets.
- Carton contents should not be wrapped or banded with plastic, string or rubber bands.
- Minimum test weight of the carton is 200 to 275 pounds.
- Carton and contents may not exceed 40 pounds.

Documentation Requirements

A bill of lading (BOL), a packing list/manifest, skid flags, and carton labels must accompany each shipment of materials to The Star-Ledger.

▲ PACKING LIST/MANIFEST, SKID FLAGS, CARTON LABELS

Each of these documents should contain the following information.

	Client Name	Job Number	Version Code	Sale Date	Total Quantity of Version Ordered	Total Quantity & Weight of Version Ordered	Total Number of Skids per Version	Skid Weights	Total Quantity per Skid	Total Quantity per Carton	Total Number of Cartons per Skid	In-Home Date	Piece Weight	Turn Information (e.g., turn of 90)	Sequence Number
Packing List/Manifest	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲		
Skid Flag	▲	▲	▲					▲	▲	▲	▲	▲	▲	▲	▲
Carton Labels	▲	▲	▲						▲		▲	▲	▲		▲

NOTES:

- Each skid should have one copy of the Skid Flag attached.
- Each carton should have a label, as well as a sample piece of copy attached on adjacent sides.

For questions or more information, contact:

Maryann Marques at (973) 392-1847 • Email: mmarques@starledger.com

Jonathan Kramer at (973) 392-1796 • Email: jkramer@starledger.com

General & Material Preprint Specifications & Requirements

General Requirements

▲ VERSION CODING

All materials must contain a unique version code—a series of letters and numbers that identify each version of the advertisement for proper mailing distribution.

- For example, **version code ABC-XXXX1234** represents the first three letters of the company's name (ABC) and a unique alphanumeric code (XXXX1234) for identifying a specific version of the company's materials.

Version codes should be:

- printed plainly on the front of each mailing piece (preferably in the lower right-hand corner)
- printed in 10 point type-size (or greater).
- made up of a minimum of 5 characters (ABC-1) and a maximum of 12 characters (ABC-12345678).

Please note: hyphens count as characters.

▲ COUNT VERIFICATIONS

- Material counts may be verified by weight or other means at the discretion of The Star-Ledger.
- The Star-Ledger assumes responsibility for the accuracy of counts only for materials printed through The Star-Ledger contracts.
- Documents printed without The Star-Ledger contracts are subject to count verification at the time of mailing.
- The Star-Ledger is not responsible for weight verification of materials which do not adhere to normal copy-in deadlines.

▲ OVERRUNS

The Star-Ledger requires 3% for overruns—the number of pieces printed in excess of the quantity specified—to complete each job.

Please note: For multiple drops, copy must be packaged separately to reflect the correct overrun per drop.

- The Star-Ledger will automatically discard any remaining overrun material following the verification of the mailing, unless otherwise instructed by the client.
- The Star-Ledger will make every effort to notify clients and provide solutions whenever a problem or variance with client supplied material exists. In the event a client can not be reached, The Star-Ledger reserves the right to proceed with the job in a manner judged to be most advantageous to both parties.

▲ MATERIAL DEADLINES

- Copy must be delivered within the mutually agreed time (day and time). **Failure to comply could result in additional charge or missing the desired mail date.**

▲ EARLY COPY RESTRICTIONS

- Copy should arrive no earlier than 20 days before the In-Home Date (documents remaining at The Star-Ledger for an extended period of time will incur a storage fee—see Special Charges below).

▲ SPECIAL CHARGES

Unless agreed upon in advance, the following items or situations may result in additional charges:

- Any material held after the order is completed is subject to a monthly storage fee per warehouse storage location.
- Interruption of workflow, waiting time, or re-set up caused by shortages or late delivery of customer supplied material.
- Any client-supplied material that has been separated in transit and needs to be restacked, repackaged, or reprinted. (The Star-Ledger will not be liable for damaged or non-machinable materials.)

- Change notices requiring rescheduling of production.
- Special weight verification requests
- Materials remaining in The Star-Ledger's facility over 30 days (a per pallet storage fee will be charged on a minimum quantity of 20,000 pieces).

For questions or more information, contact:

Maryann Marques at (973) 392-1847 • Email: mmarques@starledger.com

Jonathan Kramer at (973) 392-1796 • Email: jkramer@starledger.com

Material Requirements

Advertisement width, length, and thickness specifications are divided into three categories—**production**, **production plus**, and **exception requests**.

- Materials in our **Production Specs** category meet The Star-Ledger standard width, length, and thickness requirements, and require no prior approval.
- Production Specs PLUS** materials require extra time in machining or handling due to increased size or thickness. And although materials in this category do not require prior approval, they will incur an additional charge.
Special Note: The U.S. Postal Service requires The Star-Ledger finished packages to be rectangular (no six-sided packages) If your piece could cause a violation of this regulation, please contact your local The Star-Ledger Sales or Client Services associate for clarification. The Star-Ledger reserves the right to reject, without liability, any material that does not meet these specifications, that it believes is illegal or unmailable, or that it considers, in its sole discretion, inappropriate or potentially offensive to its other clients or to mail recipients.
- Materials in the **Exception Requests** category include any pieces falling outside basic production or production plus specifications, or having special characteristics (see list below). These materials require prior approval and customized quoting.
- There are also few materials considered **Non-Machinable**—items Direct Mail cannot process on our present equipment. Those items are listed below for your convenience.
- These specifications apply to The Star-Ledger program only. PCD programs, ANNE complimentors, newspaper alliance programs and solo mail should refer to the individual Specification Guide for those particular programs.



Production Spec				
	Single Sheet	Multi-Pg Product	Coupon Book	Outside Wrap
Width Min	3 1/2"	4"	5"	8"
Width Max	10"	11"	8"	10 1/2"
Length Min	4 3/4"	6"	6"	11 3/8"
Length Max	12"	12 1/2"	8"	11 1/2"
Thick Min	.003"	.005"	.005"	.006"
Thick Max	.01"	.125"	.125"	.010"
Base Weight Min	45#	30# *	35#	50#

Production Spec + <i>Requires Upcharge</i>				
	Single Sheet	Multi-Pg Product	Coupon Book	O/S Outside Wrap
Width Min	>10"	>11"	4 1/2"	8"
Width Max	11"	12"	8"	11 1/2"
Length Min	>12"	>11 3/8"	5"	>11 1/2"
Length Max	12 1/2"	13"	8"	13"
Thick Min	.0035"	.005"	.005"	.007"
Thick Max	.01"	.125"	.125"	.014"
Base Weight Min	50#	30# *	35#	60#

Production Spec ++ <i>Requires Upcharge</i>	
Format	Criteria
Single Sheet	Thickness <.0035 and base weight is 40#
Spadials	Spadia is unsecured to the host piece
Coupon Book	Book is between 3.5" and 4.5" in length and 5" and 8" in width
CD's	See specific CD mailing spec sheet
Envelopes	#10 envelopes greater than 40-ply

Exception Request <i>Requires Custom Quote (within 48 hrs.)</i>	
Paper Bags	Die Cuts
Pre-inserted Products	Uneven Surfaces
Magnets	Product Samples
Bumper Stickers	Gift Cards/ Credit Cards
Tipped-on Items	Gatefolded Pieces

NOTES:

- Length** - Length is measured by the spine (folding edge). All products are inserted by the spine.
- Width** - Width is measured from the spine to the open edge.
- Folding** - All folded pieces must have a tight fold without distortions.
- * 4-page documents require 35# stock or greater.