

Preprint Guidelines

To provide our preprint clients with the best possible quality delivery, we ask that you follow these guidelines. Please let us know of any challenges or concerns that you have and we will do our best to resolve them.

Deadlines

Reservations - 10 calendar days prior to newspaper's publication date.
Shipment should be received at plant 7 business days prior to actual insertion date.

Shipping Instructions

Ship to: Delaware Printing Company
110 Galaxy Drive
Dover, DE 19901
Dock hours: Monday - Friday, 8 a.m. to 4:30 p.m.
Delivery questions call (302) 741-8253.

Insert Specifications

Product Thickness:
Maximum (Broadsheet) 128PP
Minimum (Single sheet card) 0.005 inches

Product Width:
Maximum 11 inches
Minimum 6.25 inches

Product Length:
Maximum 10 inches
Minimum 7 inches

Single sheet paper stock: 80 lb. Minimum. All single sheets that do not meet this requirement must be quarter folded to add weight to the product so it gets inserted without physical damage or tears. An additional charge may be incurred if folding of supplements must be done at our plant.

Preprinted supplements should be banded with skids top and bottom; individual turns need not be banded. Unfortunately, curled, buckled or torn preprints cannot be inserted and will be considered waste. Preprinted supplements scheduled for multiple days and/or multiple publications must be packaged on separate skids.

We reserve the right to reject preprints from materials deemed objectionable, or if preprints are the wrong size. We also reserve the right to limit the number of preprints on any given days subject to prior reservations.

Accepted by the customer

Account Name: _____

Customer's Signature: _____ Date: _____

Independent Newspapers Preprinted Advertising
Phone: 302-741-8282 • Fax: 302-741-8261 • adsupport@newszap.com

2.12.07

"Delmarva's largest newspaper family"