

# **Pallet Tag For The Patriot-News Inserts**

**Advertiser** \_\_\_\_\_

**Insert Run Date** \_\_\_\_\_

**Total # Inserts Shipped** \_\_\_\_\_

**Total # Pallets Shipped** \_\_\_\_\_

**This is Pallet #** \_\_\_\_\_ **of** \_\_\_\_\_

**# Copies on Pallet** \_\_\_\_\_

**Weight of This Pallet** \_\_\_\_\_ **lbs.**

**Insert Printed by** \_\_\_\_\_

**For Information, Phone** \_\_\_\_\_

# Pallet Loading and Carton Packaging Checklist

Printer \_\_\_\_\_

Insert \_\_\_\_\_

Issue Date \_\_\_\_\_

## **Check box for specifications not met.**

- FSI's must be suitable for high speed machine inserting and must not be individually tied or banded.
- FSI's must be properly jogged in turns of a minimum 4 inches to a maximum of 12 inches.
- FSI's must be brick stacked with interlocking layers; not smaller than 4 inch turns.
- All supplements must be stacked on pallets in consistent lifts, be well-jogged, securely banded and plastic stretch-wrapped or shrink-wrapped (shrink-wrapped material must be at least four mills thick).
- The entire pallet must be well protected.
- Stacked product should cover the pallet and never protrude beyond the limits of the pallet.
- Product must be stacked on solid base, non-returnable, four-way entry pallets in good condition. Two-way entry pallets may be used as needed to accommodate automated compression banding and wrapping.
- A substantial protective cover should be placed on the pallet before stacking and another cover placed before topping.
- Cardboard sheets, or suitable binder sheets not waxed or coated, to 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, but eliminating any possibility of interference with the product.
- A minimum of four bands to be on each pallet.
- Floor clearance from floor to bottom of pallet base is a minimum of 4 inches to a maximum of 8 inches.
- Maximum allowable loaded pallet height is 5 feet measured from the floor to pallet top.
- Maximum acceptable weight per load pallet is 2,500 pounds.
- Unstable products that are difficult to contain where banding is required for lifts must be put in telescoping cartons.
- A sample of the insert must be displayed on two adjacent sides of each pallet.
- Separate skids required for inserts running in multiple production runs (i.e., Sunday Paper, non-subscriber paper, daily paper).

## **Card and Envelope Inserts**

- Card and Envelope Inserts - to be packed in cardboard boxes in rows and dividers between rows.
- Cardboard separators to be used on top of each layer if more than one layer is packed in box.
- All boxes must contain the same quantity.
- Labels must show the quantity of each box.
- The maximum weight per box is 40 pounds.
- Boxes must have proper dunnage (or filler) to prevent shipping damage.
- All boxes should be strapped or plastic stretch-wrapped or shrink-wrapped to pallets.
- Individual pallets must carry pallet tags visible from two adjacent sides of the pallet.

## **The Pallet Tag**

- The pallet tag must include:
  - Name of newspaper
  - Insert name
  - Date of insertion
  - Total number of inserts shipped
  - Total number of pallets in the shipment
  - Individual pallet number
  - Total pallet weight
  - Number of inserts on each pallet
  - Name of printer and phone number
  - Reserved space for 2 bar codes
- Pallets must be loaded on the truck so that the pallet tag faces the fork truck operator.
- Pallets must be loaded on the trucks or trailers for ease of unloading. Do not "double-stack" or "double-deck."

Contact:

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# The Patriot-News