

# Preprint Production Information

(Updated 10/1/04)

## A. Preprint Specifications

1. Single Sheet Cards
  - Minimum stock thickness: .007"
  - Minimum size: 5.5" x 8.5"
  - Maximum size: 10.75" x 12.5"
  - Stock basis weight: Cover Stock - 70 lb.  
Gloss Cover - 80 lb. gloss
2. Newsprint or Rotogravure Set Sections
  - Minimum stock thickness: .003" per page  
(at least .012" total)
  - Minimum size dimension (spine): 8.5"
  - Maximum size dimension (spine): 12.5"
  - Minimum size dimension (cut edge): 5.5"
  - Maximum size dimension (cut edge): 10.75"
3. Multiple versions of the same preprint require version identification on the front and/or back of the preprint.
4. Bags, envelopes or product samples are special preprints that must be approved by the Chicago Tribune Packaging Planner (312-222-2266) or the Preprint Logistics Planner (630-368-4187) prior to ordering. Samples for testing and evaluation may be required. Bags have special specifications; call Planner for details.

## B. Deadlines

### Chicago Tribune

1. Order Deadlines
  - a. Monday - Friday issues: 4:00 P.M., 7 days prior to issue date.
  - b. Sunday issue: 4:00 P.M., Friday, 16 days prior to issue date.**
2. Delivery Deadlines
  - a. Monday - Friday issue preprints should be delivered to Freedom Center South Dock the week prior to issue date, Monday – Friday, 5:00 A.M. – 8:00 P.M.
  - b. Sunday issue preprints should be delivered to Freedom Center North no more than 17 days (Thursday 5:00 A.M.) or less than 10 days (Thursday 8:00 P.M.) prior to issue date.**
  - c. Chicago Tribune reserves the right to change deadlines to accommodate for holidays. For Thanksgiving issue, the order deadline is 4:00 P.M., three (3) Fridays preceding the Thursday Thanksgiving issue. The material delivery deadline times are issued in August.
3. Delivery Appointments - are required and can be arranged

by calling 312-222-2148. Calls will be answered from 6:00 A.M. to 6:00 P.M., Monday - Friday. 24-hour voicemail messaging and directions to Freedom Center are also available at this phone number.

4. Early deliveries require advanced approval and are subject to storage fees.
5. Receiving Hours  
Chicago Tribune:  
Monday - Friday: 5:00 A.M. - 8:00 P.M.

## Local Values

1. Order Deadlines
  - a. Wednesday (Midweek issue) - 5:00 P.M. Monday, 9 days prior to in-home date.
  - b. Saturday (Weekend issue) - Tuesday, 11 days prior to in-home date.
2. Delivery Deadlines  
Local Values preprints should be delivered to Tribune Direct no later than 4:00 P.M. Friday of the preceding week of in-home delivery.
3. Delivery Appointments  
No appointments required. Early delivery and delivery of multiple issue dates require advanced approval and are subject to storage fees.
4. Receiving Hours  
Tribune Direct:  
Monday-Saturday: 6:00 A.M. - 4:00 P.M.

## C. Shipping Addresses and Phone Numbers

Chicago Tribune, Monday - Saturday Issues  
Freedom Center South Dock  
Docks 42 & 43  
560 W. Grand Avenue, Chicago, IL 60610-2489  
312-222-2148

### Chicago Tribune Sunday Issue

Freedom Center North  
Docks 101, 102 & 103  
560 W. Grand Avenue, Chicago, IL 60610-2489  
312-222-2999

Local Values/Tribune Direct  
505 Northwest Avenue, Northlake, IL 60164-1606  
708-836-2221

# Preprint Pallet Preparation Guidelines

(Updated 10/1/04)

## Pallet Specifications

1. Pallets should be made of molded plastic or hardwood.
2. Pallets should be one of the following sizes (l x w):
  - 48" x 40" (preferred)
  - 48" x 42"
  - 45" x 45"
  - 44" x 44"
  - 42" x 42"
3. Pallets should allow for four-way entry and have a minimum clearance of 3.5" for forklift access.
4. Each pallet should have a pallet label displaying the following:
  - a. Publication (Chicago Tribune, Local Values, Hoy, Fin de Semana, RedEye)
  - b. Advertiser
  - c. Preprint name (and version if applicable)
  - d. Issue date
  - e. Preprint quantity on pallet
  - f. Preprint quantity per bundle or box
  - g. Preprints per turn and lift
  - h. Total bundles or boxes on pallet
  - i. Pallet tare weight (total weight less preprint weight)
  - j. Total pallet weight (including preprints and packing materials)
5. Each preprint version should be placed on a separate pallet with appropriate labeling.
6. Pallet tops should be made of hardwood or sturdy synthetic and be the same size as the pallet base.
7. A minimum of four bands should be used to secure load.
8. Banding should be tight without pulling down and bending the top turn or pulling loose the pallet flooring.
9. Loaded pallets should be wrapped completely with plastic stretch-wrap or reinforced cardboard that protects the corners and helps stabilize the load.
10. Loaded pallet height must not exceed 5' from the floor to the top of the pallet.
11. Loaded pallet weight must not exceed 2,500 lbs.

12. Pallets must not be double-stacked in trailers.
13. Pallets must be loaded in trailers so that the pallet labels face the forklift operator.

## Preprint Preparation Guidelines

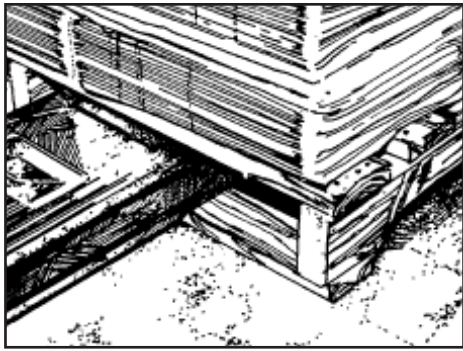
1. Preprints should be properly jogged and placed in lifts with minimal turns. If turns are necessary to balance the lift, turns should be no less than 4" and no more than 12" in height.
2. Individual lifts generally should not be tied or banded.
3. Preprints should be brick stacked with interlocking layers to ensure maximum stability.
4. Cardboard dividers should be placed between stacked layers to keep preprints stable and flat.
5. Stacked preprints should not extend beyond the dimensions of the pallet base.
6. Folded edges should be turned toward the inside of the load whenever possible.
7. Slip agent (anti set-off powder) should be used on preprints that are printed on coated stock or with heavy ink.
8. Static charging should not be introduced into the printing process.

## Cardboard Box Loading Guidelines

1. Each box should contain the same preprint quantity.
2. Boxes should have proper dunnage to prevent preprint shifting and damage during shipping.
3. Maximum box weight should not exceed 40 lbs.
4. Boxes should be banded or stretch-wrapped to pallet.

**Chicago Tribune**





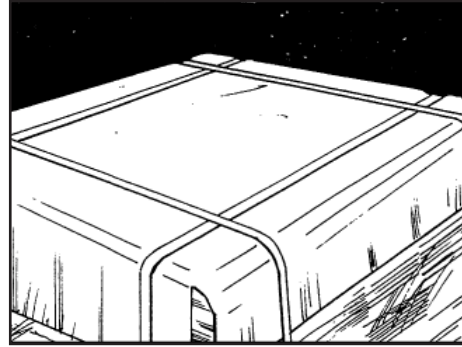
A minimum of 3.5" is required for forklift entry.



Improperly constructed pallets break apart during shipping and handling, causing preprint damage.



Banding individual lifts can cause product damage and create hopper feeding problems.



The pallet top provides additional banding protection and helps keep top of load flat, permitting pallets to be stacked for storage.



Damage caused by improper binding and poor truck loading.



Good truck loading.



Loads must not be double-stacked on trucks as many newspapers do not have necessary equipment for unloading stacked product.



A well packed pallet.

*Illustrations courtesy of the Research & Engineering Council of the Graphic Arts Industry, Inc. The complete Guide to Pallet Loading for Newspaper Insert Material can be obtained by contacting the R & E Council at 804-436-9922, or logging onto [www.recouncil.org](http://www.recouncil.org).*

# Preprint Stock Requirements and Spoilage Guidelines

(Updated 10/1/04)

	Minimum Thickness (in inches)	Chicago Tribune Recommended Spoilage %		Local Values Recommended Spoilage %
		Daily	Sunday	
Single Sheet	0.003	15%	5%	15%
	0.005	10%	5%	10%
	0.006	5%	2.5%	5%
	0.007	2.5%	2%	3%
4 tab (plain)	0.003-0.005	12%	5%	12%
	0.006-0.007	7%	4%	7%
	0.010	5%	5%	5%
	0.011	3.5%	3%	5%
	0.012	2.5%	2%	2.5%
4 tab w/ gatefold	0.012	2.5%	2%	2.5%
4 tab w/ 1" pullout	0.012	2.5%	2%	2.5%
4 tab w/ double pullout	0.012	2.5%	2%	2.5%
4 tab w/ gatefold w/ 1" pullout	0.012	2.5%	2%	2.5%
4 tab w/ dutchdoor	0.012	3.5%	3%	3.5%
4 tab w/ dutchdoor w/ pullout	0.012	3.5%	3%	3.5%
6-24 tab w/ gatefold	0.012	2.5%	2%	2.5%
6-24 tab w/ 1" pullout	0.012	2.5%	2%	2.5%
6-24 tab w/ double pullout	0.012	2.5%	2%	2.5%
6-24 tab w/ gatefold w/ 1" pullout	0.012	2.5%	2%	2.5%
6-24 tab w/ dutchdoor	0.012	2.5%	2%	2.5%
6-24 tab w/ dutchdoor w/ pullout	0.012	2.5%	2%	2.5%
Paper bags, 1/2 fold		4%	4%	4%

\*Spoilage percentages based on properly packaged and shipped quantities.

\*A minimum of 500 extra pieces is required for insertion orders under 20,000 pieces.