

Shipping & Delivery

Shipping Requirements:

- Inserts must arrive in good condition: broken boxes or pallets will not be accepted.
- Inserts must be boxed or palleted and banded.
- Pallets cannot be turned sideways in the delivery vehicles.
- **Total height of loaded pallets or skids should not exceed 50" from the floor.**

Identification:

- Each skid or pallet must display insertion date, quantity and advertiser name of that skid or pallet.
- Each skid must have the supplement displayed or "flagged" on two sides.

Bill of Lading:

- Bill of lading must indicate the following information: The total print order, the number of parts per skid, the total number of skids, the name of the advertiser, the publication date, the name of the publication (Omaha World-Herald), Gross and Tare Weight.

Spoilage Requirements

Insert Size	Pallets & Shrink Wrapped	Boxed, Tied, Banded or 1/4 Folded
Normal Insert	2%	3%
60# Paper Flyer	4%	5%
High Gloss Flyer	5%	6%
Paper Sacks or Bags	5%	6%

Receiving Hours

- **Mon.-Fri. 8:00 a.m.-7:00 p.m.**
- **Closed Sat.-Sun.**
- **Closed on Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas & New Year's**
- **Will close at Noon on Dec. 24th**

Delivery Site

**Omaha World-Herald
Material Handling Center
1250 Capitol Ave., Omaha, NE 68102
(402) 444-1103**

Specifications

Minimum Weight: 60 lb.

Insert Sizes:

Fold Edge: Maximum 12.5" / Minimum 7"
Cut Edge: Maximum 11" / Minimum 5.5"

Flyer Sizes:

Maximum size: 11" x 12.5"
Minimum size: 5.5" x 8.5"

We Can Print *plus* Deliver!

Single sheet 8 1/2" x 11" flyers – copy due to your sales representative 21 days in advance of when you want in-home delivery.



Omaha World-Herald
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