



Office of Public Affairs
External Relations

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Insert Specifications 2009-2010

Thank you for choosing to advertise with the University of Alberta through our Folio publication. Artwork must be approved by External Relations before printing of inserts. Inserts are to be delivered directly to CentralWeb Colour Press the Friday proceeding of each issue.

Shipping address: CentralWeb Colour Press
16940 - 110th Ave Edmonton Alberta

Receiving Hours: Monday to Friday 8 a.m. to 4:30 p.m.

Insert delivery deadline: Minimum four days prior to insertion date and no earlier than 7 days prior to insertion.

Please supply 5,000 copies of your insert for distribution

Insert Size and Weight Requirements

Minimum size: 3" x 5" must be at least 100 lb stock if a flat card.

Maximum size: 8" X 10" anything larger may be rejected, or subject to a \$30 per thousand hand insertion charge. Inserts printed on 8 1/2" x 11" must be folded evenly before delivery.

Minimum paper weight for single sheets: 80lb gloss or 70lb offset

Minimum paper weight for four or more pages: 60lb gloss or 50lb offset

Maximum number of pages: 24 pages

Inserts supplied on mixed grades of paper are subject to additional charges or will not be accepted.

Inserts supplied not stacked evenly, folded evenly, cut crooked etc, will be rejected or subject to surcharges.

All supplied inserts are subject to additional insertion charges if the insert specifications fall outside the above parameters. CentralWeb will make every effort to contact Folio if your insert is subject to additional charges prior to inserting. If you are unsure the insert fits within Folio's guidelines, please contact Debbie Keehn at (780) 492-2325 or by email at debbie.keehn@ualberta.ca. CentralWeb reserves the right to refuse insertion of inserts supplied that do not meet above specifications or if they are delivered less than four days prior to insertion.

Booking Date _____ Folio Publication Date: _____
*Deadline for Delivery, one week prior to publication date
Company Name _____ Contact Name _____
Phone Number _____ Email: _____
Address _____ City _____ Province _____
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Cost: \$400 University Internal Only: speed code: _____ account code: _____

Fax this contract to 780-492-2997

Number of Boxes or Pieces _____
(Example, 1 box of 2000, 1 box of 3000); total must equal 5000 inserts

THIS FORM MUST ACCOMPANY THE PRODUCT DELIVERY