

## Delivery Services

Urban Channel Deadlines prior to start date of distribution		
	Metro Distributions Only (Auckland to Auckland or Christchurch to Christchurch)	Rest of New Zealand
<b>Booking Deadline</b>	3 Business Days	6 Business Days
<b>Lodgement Deadline</b>	2 Business Days	5 Business Days

Alternative Channel Deadlines prior to start date of distribution			
	Rural	Box / Bag / Counter	Postie
<b>Booking Deadline</b>	7 Business Days	7 Business Days	3 Weeks (15 Business Days)
<b>Lodgement Deadline</b>	6 Business Days	6 Business Days	7 Business Days

Delivery Windows		
Channel	Number of Days	Window
Urban	2 Days	Tues/Wed or Sat/Sun
Rural	3 Days*	Mon to Fri
Box / Bag / Counter	3 Days*	Mon to Fri
Postie	5 Days	Mon to Fri

- ➔ For a distribution to occur during your desired window, the following must have occurred:
  - Your booking must be completed by 3pm on the Booking Deadline day, including payment received if you do not have credit terms;
  - Your product must be lodged at the warehouse by 9am on the Lodgement Deadline day.
- ➔ If either your booking or stock is late, your distribution may be automatically moved to the next window.
- ➔ Deadlines will be brought forward when a public holiday occurs. Please consult with your reachmedia representative if your desired distribution window may be affected.
- ➔ Delivery Windows are guidelines only, and are not a guarantee of the timeframe when delivery will occur. In particular, they do not allow for unforeseen delays due to weather, road accidents, road closure, or public holiday or unusually heavy traffic.
- ➔ If a multi-channel delivery is booked, the delivery deadlines default to the longest timeframe above.
- ➔ \* For Box / Bag and Rural distributions, you may choose any consecutive three days as your delivery window between the shown days.

## Product Presentation Requirements

### 1. Product Identification

- ➔ All stock must have a completed Product Information form (P.I. form) attached. You will receive this form at the time of booking.
- ➔ The P.I. form must be attached to:
  - The side of each carton, if the product is presented in cartons.
  - Each pallet, if the product is presented on pallets.

### 2. Stock Packaging / Bundling Requirements

- ➔ All product must be presented in bundles of uniform quantity. Unbundled product will not be accepted.
- ➔ Bundles must be bound in one of two ways – either by the preferred method of plastic strapping (cross-strapped as per Figure 1) or using thick rubber bands.
- ➔ The quantities of product in each bundle must be as follows:
  - Product for the Postie, Box / Bag and Rural Channels must be presented in bundles of 200.
  - Product for the Urban Channel is preferred in bundles of 200, however may be accepted in bundles up to 400.
- ➔ Product may be presented within a sealed carton or box containing one or more bundles. Product bundled using rubber bands must be presented within a sealed carton or box.
  - Unsealed cartons of circulars will not be accepted.
- ➔ For health and safety reasons, no individual bundles or cartons weighing more than 15kg will be accepted.

**Figure 1 – Cross-strapped bundle**



### 3. Pallet Requirements

- ➔ All stock must be packed on plain hardwood pallets (Figure 2 - preferred), apart from boxed stock which can be accepted on skids.
- ➔ Including the pallet, stock is to be no more than 1200mm high and weighing no more than 1200kg.
- ➔ Pallet must be wrapped to the base of the pallet and covered with a plastic top sheet (as per Figure 3).
- ➔ Stock must be packed to the edge of each pallet and must be packed into consistent rows and platform sizes.
- ➔ All palleted stock should contain consignment notes for each delivery. The con note/packing slip should include:
  - Despatch details
  - Delivery Address
  - Stock name and/or stock overprint
  - Number of items/cartons/pallets
- ➔ Each pallet must be clearly labelled with P.I. form and a pallet tag, and pallets shrink-wrapped.
- ➔ The pallet tag should include:
  - Printer ID / client.
  - Bundle size.
  - Total weight of pallet.
  - Total bundles / rows per pallet.
  - Quantity of individual pallet.
  - Total Quantity Printed.
  - Quantity per box.
- ➔ Do not mix different stock types on the same pallet.
- ➔ Separate overprints must be 1 overprint/version per pallet.

**Figure 2 - Plain hardwood pallet**



**Figure 3 - Correctly wrapped pallet**



## Other Product Requirements

### 4. Postie Channel Product Requirements

Product for the Postie channel can only be accepted in the following formats:

- a) Maximum Weight: < or = 50g  
Maximum Dimensions: < or = 165mm width  
< or = 300mm length  
< or = 5mm depth
  
- b) Minimum Weight: > or = 80gsm (paperweight)  
Minimum Dimensions: > or = 70mm width  
> or = 120mm length

### 5. Items indicating “Postage Pre-Paid”

Reachmedia are not permitted to distribute any item that includes an imprinted or printed mark, label or design that indicates that postage has been paid for the delivered item. Any material received that indicates this will not be distributed.

### 6. Any stock not received within these parameters will not be accepted.

Please contact your Account Manager or Co-ordinator for more in-depth detail on size constraints, delivery areas, finishing & additional processing fees; and any other queries relating to the various Delivery Channels you may require.