

## Insert delivery details

### > Loose inserts should be sent to the following address

FAO Amanda Footman  
Polestar UK Print (Colchester) Ltd  
2 Wyncolls Road (site 3)  
Severalls Industrial Park  
Colchester  
CO4 4HT  
01206 22 46 00

### > Delivery information

- Inserts should be delivered to Polestar 8 days before the cover date between the hours of 8am and 4pm, and no later than the Monday before the cover date or they will not be inserted.
- The delivery note should be addressed to Amanda Footman.
- The delivery of inserts should be booked in by telephone at least 24hrs prior to arrival with our insert controllers on 07957 988034.
- Each package should be clearly marked with 'New Scientist', the issue date, the number of inserts contained, into which copies they should be inserted (i.e. all, news trade, subscriptions), all relevant key codes/scratch off mailing/marketing codes etc.
- Samples of the inserts should be taped to the outside of the boxes for ease of identification.
- Any inserts left over must be collected within 5 working days of insertion or they will be automatically disposed of. Notification of intent to collect overs must be relayed to Amanda Footman at Polestar Colchester (01206 849531), prior to the job running.

Any problems or questions please contact **Christopher Martin, New Scientist Sales Director, on 020 7611 1291.**