

December 15, 2018

Dear Newsagent,

## **CHRISTMAS/NEW YEAR HOLIDAY ORDERS - UPDATE**

Thank you to all Newsagents who took the time to review their draw figures with their ACM. All draw figures for the Christmas New Year period have now been finalised and cannot be changed without approval by your ACM or this office.

**Newsagents are not required to trade on Christmas Day as the Herald Sun, the Geelong Advertiser & The Australian will not be published. You may have seen a figure for this date in iServices, disregard it.**

**We are not publishing and therefore there will be no charging for copies on this day.**

**\*DO NOT ENTER A ZERO FOR THIS DAY\***

**This may result in you possibly receiving zero copies for Monday January 1, 2018.**

Holiday orders will take effect from Saturday, December 23, 2017 to Tuesday January 2, 2018 inclusive. Newsagents with no access to iServices, wishing to check their draw for this period should call 1800NEWS00.

*It is not our intention to apply kicks or cuts during this period however we reserve the right to do so should circumstances require such action. Any significant changes will be communicated at the time.*

**IMPORTANT: Orders for this period will be loaded as "effective" dates. This means that at the end of the Christmas/New Year period ending Tuesday January 2, your draw will remain as is unless new standing draw figures are placed. You may place your new draw on iServices for post January 2, 2018 at any time using the START date function in iServices. This date should be effective Wednesday January 3, 2018.**

We have loaded in supplies for this period for all Direct Relationship outlets – IGA, Safeway, Big W, 7-Eleven, Woolworths Petrol, Coles, Coles Express, Caltex, BP Head Office and BP Reliance outlets. All Coles and Safeway stores are **OPEN** on all publishing days through the Christmas/New Year period.

- All newsagents are required to trade on Boxing Day and New Years Day normal public holiday hours - 7.00am to 12.00pm as per your contract with HWT.
- **Metro Returns will be collected as normal on Tuesday December 19, 2017. HOWEVER there are changes for the following two weeks: Thursday December 28, 2017 and Thursday January 4, 2018**
- **Newsagent statements will be delivered as normal during this period**
- Facilities of the Circulation Department will operate over the Christmas/New Year period.
- Circulation Area Customer Managers will also be working on the Mornington and Bellarine Peninsulas and will be available to help you review orders.

### **Holiday Publishing Alterations**

#### **Sunday 17/12/17**

Sunday Herald Sun      Normal delivery  
-TV Guide as Normal  
-No Body & Soul as Normal  
-Stella Mag as Normal

#### **Monday 18/12/17**

Herald Sun              Normal delivery  
Australian              Normal delivery

#### **Tuesday 19/12/17**

Herald Sun              Normal delivery  
Australian              Normal delivery

#### **Wednesday 20/12/17**

Herald Sun              Normal delivery  
Australian              Normal delivery  
Weekly Times           Normal delivery

**Thursday 21/12/17**

Herald Sun	Normal delivery
Australian	Normal delivery

**Friday 22/12/17**

Herald Sun	Normal delivery - Cars Guide as normal
Australian	Normal delivery

**Saturday 23/12/17**

Herald Sun	Normal delivery - No Real Estate - No Weekend
Australian	Normal delivery - No Australian Mag - Review as Normal

**Sunday 24/12/17**

Sunday Herald Sun	Normal delivery - No Body & Soul -No Stella Mag -TV Guide as Normal -Escape as Normal
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**Monday 25/12/17**

Herald Sun	<b>NOT PUBLISHED</b>
Australian	<b>NOT PUBLISHED</b>

**Tuesday 26/12/17**

Herald Sun	Normal delivery
Australian	Normal delivery

**Wednesday 27/12/17**

Herald Sun	Normal delivery
Australian	Normal delivery
Weekly Times	Normal delivery

**Thursday 28/12/17**

Herald Sun	Normal delivery
Australian	Normal delivery

**Friday 29/12/17**

Herald Sun	Normal delivery - Cars Guide as normal
Australian	Normal delivery

**Saturday 30/12/17**

Herald Sun	Normal delivery
Australian	Normal delivery - No Australian Mag - Review as Normal

**Sunday 31/12/17**

Sunday Herald Sun	Normal delivery - No Body & Soul -No Stella Mag -TV Guide as Normal -Escape as Normal
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**From this point all deliveries will be as normal. However, *Sunday Stellar* will not be inserted into the *Sunday Herald Sun* until Sunday, January 27. The Australian Magazine will not be inserted into The Weekend Australian until Saturday, January 20.**

Thank you for your cooperation.

We wish you, your families and staff a Merry Christmas and prosperous New Year.

Regards  
HWT Circulation