

*Serving the Catholic community in Western Washington*  
THE CATHOLIC NORTHWEST  
**PROGRESS**

## **Insert Guide**

We like inserts to fit inside the wrap completely. If it is a single sheet it has to be at least a 70 lb. base weight. All 8.5 x 11 sheets will need to be folded once.

The minimum size that can insert is a 6.5" x 3.6" Business Reply Envelope and the maximum size is 10" wide x 7" high. **(all envelopes must be folded, no exceptions)**

If the insert is bulky or large we may have to get a sample to see if it can be inserted mechanically.

## **Delivery Information**

Inserts must be delivered to *the Progress* printer a full week prior to print date (papers are printed on Tuesday for Thursday delivery)

Number of inserts needed: 10,000 for regular weeks, contact us for special issues (\*please see advertising calendar for these dates)

Deliver inserts to:

*Sound Publishing  
c/o The Catholic NW Progress  
Insert date (...)  
11323 Commando Rd W  
Everett, WA 98204*

*(425) 355-0717 x1556*

## **Progress Contact**

If you have any questions regarding inserts please contact:

Keri Hake, Advertising & Marketing Manager

206.382.2075 or 1.800.473.5641

[advertising@seattlearch.org](mailto:advertising@seattlearch.org)