

Publications Mail™



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What is it?

A Publications Mail item is the mail piece, comprised of:

- a host publication or a Bundle of Unaddressed Copies; and
- enclosures, if applicable; and
- any wrapping.

Publications Mail includes:

- newspapers in print form containing news, articles of opinion, features and usually advertising in a bound or unbound broadsheet or tabloid format. Newspapers are usually printed and distributed daily or weekly;
- magazines in print form containing miscellaneous information, such as news, articles, features and usually advertising.

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- newsletters in print form, non-promotional in nature, containing news or information of interest to a membership, special interest group or association and are usually in the form of printed sheets, pamphlets or small newspapers. Newsletters may include some advertising;
- publications subsidized by the Department of Canadian Heritage (DCH) under the Publications Assistance Program (PAP) and which may otherwise not be covered under the Agreement. [Go to Subsidized Publications Mail](#).

A list of support documents detailing Publications Mail requirements are available at: www.canadapost.ca/pmsupportdocuments.

Qualifications

To qualify as Publications Mail, newspapers, magazines and newsletters must be:

- mailed in Canada and addressed to a subscriber, non-subscriber or news dealer anywhere in Canada;
- published at a regular frequency of at least twice a year, with an intent to publish issues indefinitely with continuity from issue to issue;
- individual copies or Bundles of Unaddressed Copies;
- mailed under a valid Agreement Number and, if applicable, Registration Number;
- within the minimum and maximum dimensions established by Canada Post; and
- properly prepared and/or presorted in accordance with the [Mail Preparation and Presortation Guides](#).

In addition, a Publications Mail item, including all enclosures (inserts and outserts), must be produced with less than 70% space devoted to advertising in more than 50% of the issues in any 12-month period (advertising and editorial content must be distinguishable from one another). For example, 7 out of 12 monthly issues must each contain more than 30% editorial content, including enclosures.

NOTE: Newly-launched publications may qualify as Publications Mail even though the frequency of publication is undetermined. If the intent is to publish issues indefinitely with continuity from issue to issue at least twice within a twelve-month period, then the publication qualifies as Publications Mail, providing that all other requirements are also met.

Double Issues, Extra Editions and Back Issues

Double, extra and special editions/issues are considered as one issue of the host publication provided that these copies are clearly “branded” with the title logo of the current host publication identified in the Publications Mail Agreement. Extra and special editions may be enclosed and priced with a current issue of the host publication or mailed as separate host publications. Back issues must be enclosed with a current copy of the host publication in order to qualify as Publications Mail. For definitions, [Go to Section I, Glossary](#).

Unacceptable Items

To be eligible as Publications Mail, the publication must be produced with the intention of disseminating news and information (with some complementary advertising and/or editorial to support it) and otherwise meet the requirements outlined in the Agreement.

The items mailed must meet the criteria specified for Publications Mail and must be prepared for mailing in such a manner as to prevent loss or damage to any item and permit easy examination of each item.

A Publications Mail item cannot include the following, either as a host publication or as an enclosure, unless co-packaged:

- handbooks, manuals or any amendments or revisions to them in the form of replacement pages
- catalogues
- business, commercial, technical, stock or price listings
- street, telephone or other directories
- transcripts of proceedings
- by-laws
- minutes of meetings (acceptable as enclosures only)
- annual, quarterly, or other regular-frequency reports on financial performance
- books (booklets are acceptable as enclosures)

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- surveys which do not relate to the editorial or advertising content of the host publication
- invoices
- proxies or voting ballots (blank generic nomination, registration, entry or similar type forms are not considered voting ballots and are acceptable enclosures)
- reports (acceptable as enclosures only, if related to the content of the host publication).

For definitions, [Go to Section I, Glossary](#).

NOTE: If any of these items qualify as Addressed Admail or Lettermail, or if they are separate host publications, they may be co-packaged with a host publication and priced as a separate mailing on another *Order (Statement of Mailing)*. See [Co-packaged items \(Addressed Admail, Lettermail and Publications Mail\)](#).

Dangerous substances or articles prohibited by law are not acceptable as Publications Mail. For more information on unacceptable items, [Go to Section B – Chapter 7, Non-mailable Matter](#) or refer to the *Canada Post Corporation Act*.

If an item or any of its components is tendered as Publications Mail and does not qualify for Canada Post's Publications Mail service, then the process outlined in the *General Terms and Conditions* applies. [Go to General Terms and Conditions](#).

Enclosures - General Overview

Types of Enclosures

There are three main types of enclosures:

- [Acceptable enclosures - priced with the host publication](#)
- [Acceptable enclosures - priced separately from the host publication](#)
- [Co-packaged items \(Addressed Admail, Lettermail and Publications Mail\)](#)

Pre-approval of Mailings with Enclosures

Customers should contact a Canada Post Representative at least five (5) business days (excluding weekends and statutory holidays) prior to preparing their mail to ensure the mailing, which includes enclosures, meets the acceptance criteria for Publications Mail.

If upon deposit, the enclosure or the item otherwise does not meet the acceptance criteria, then the process outlined in the *General Terms and Conditions* applies. [Go to General Terms and Conditions](#).

General Acceptance Criteria for Enclosures

In addition to the general Publications Mail requirements, in order for enclosures to be accepted by Canada Post, customers must ensure their enclosures:

- are not specifically excluded from Publications Mail (See [Unacceptable Items](#))
- will not individually or in aggregate affect the ease of handling (e.g., acceptance, transportation, processing and delivery) of the item
- are enclosed with the host publication (if unwrapped) in such a way that they cannot become separated during the normal postal handling of mail (if the enclosure does separate, it will not be delivered and will be recycled or disposed of in accordance with Canada Post's applicable policy). To test whether an enclosure will separate from the unwrapped host publication, using the thumb and index finger of the same hand, pinch along the middle of the spine (or fold) and shake the publication horizontally. This test does not apply to publications that are shrink-wrapped, bagged or wrapped in a paper or plastic sleeve
- are not personalized with more than the name of the address (e.g., address, unique membership number, account balance, points record, financial information) unless the enclosure is a renewal notice relating to the host publication or an address carrier
- are not a co-mailing of paid or free subscriber copies of another publication unless the enclosure is a ride-along publication or a co-packaged publication
- are packaged in such a way as to prevent any scent or liquid from escaping.

Acceptable Enclosures with a Host Publication

- advertorials
- renewal notices for the host publication
- surveys relating to the editorial or advertising content of the host publication
- advertising brochures
- Business Reply Mail cards or envelopes (Domestic or International)
- source guides or buyer's guides that are special issues/editions of the host publication
- back issues
- extra and special editions/issues
- minutes of meetings
- booklets relating to the editorial content of the host publication
- ride-along publications
- annual or one-time publications
- Samples, Promotional and Novelty Items priced and weighed separately
- date calendars containing editorial and/or advertising are acceptable enclosures (appointment/date booklets or their refills may qualify as Samples, Promotional and Novelty items)
- address carriers
- reports on a single subject relating to the content of the host publication
- co-packaged items (included on a separate *Order (Statement of Mailing)*)

For definitions, [Go to Section I, Glossary](#).

The total item including all enclosures and wrapping must not exceed the maximum [size and weight](#) dimensions, or individually or in aggregate affect the ease of handling of the item.

Acceptable Enclosures - Priced with the Host Publication

Advertising or Editorial Enclosures

Advertising or editorial enclosures which meet the [general acceptance criteria for enclosures](#) and are composed of paper or other material with the general characteristics of paper, may be enclosed with the host publication without additional postage, other than for the additional weight of the enclosure (if applicable).

These enclosures are considered as part of the host publication for pricing purposes.

NOTE: If a publication has received compensation of any kind for including an acceptable enclosure, 100% of that enclosure is considered advertising for the purpose of measuring the advertising to editorial ratio. If a publication has received no compensation for such enclosure, the actual advertising and editorial space in the enclosure is considered when measuring the advertising to editorial ratio of the Publications Mail item.

Advertorials

An advertorial must be clearly identified as “advertising”, “advertorial” or “promotional” (or similar wording) on the front page/cover; otherwise it may be treated as a co-packaged publication and priced accordingly.

Ride-along Publications

A host newspaper, magazine or newsletter may carry one (1) ride-along publication per mailing up to six times in a calendar year with the intention of building subscription levels of the ride-along title.

In addition, the ride-along publication:

- is priced with the host publication on the same *Order (Statement of Mailing)*
- must be clearly identified on the cover or on a separate sheet, card or overcover with the words “complimentary” or “free issue/copy” (or similar wording)
- must include a call-to-action for subscription, such as a Business Reply Mail item, otherwise it may be treated as a co-packaged publication and priced accordingly.

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Samples, Promotional and Novelty items included in the ride-along publication are priced, weighed and counted separately from the ride-along publication in which they are enclosed.

Undeliverable return service is not available for the ride-along publication, since the address block information will be returned only for the host publication.

Acceptable Enclosures - Priced Separately from the Host Publication

Samples, Promotional and Novelty Items

Samples, Promotional and Novelty Items that meet all of the [general acceptance criteria for enclosures](#) as well as the requirements below, may be enclosed with a host publication with additional postage.

In order for a single or multiple Sample, Promotional and Novelty item to qualify as a Publications Mail enclosure, it:

- must be mailable
- must meet all of the general acceptance criteria for enclosures
- cannot normally be sold at retail
- cannot be sent to fulfill an order or provide a premium (free gift)
- cannot be personalized with more than the name of the addressee
- must not adversely affect the ease of handling of the Publications Mail item. For instance:
 - its thickness* does not exceed 20 mm (LCP or NDG Presort only)
 - neither its width* nor its length* exceeds 270 mm (LCP or NDG Presort only)
 - its weight does not exceed 100 g
 - its movement is limited inside the item
 - it does not cover the destination address and [identifying information](#)
 - the item, including all enclosures, is foldable in order to fit into mail receptacles
 - the presorted bundles, including all enclosures, are properly secured with double strapping and faced so that the items remain as flat as possible and are easily stacked.

*For convenience, the most current domestic mail item sizing template (part no. CPO 8129 – 2005-01-21) should be used to measure the maximum thickness, width and length. The item should pass freely through the 20 mm slot in either direction.

In addition:

If more than one single or multiple Sample, Promotional or Novelty item is to be enclosed in a Publications Mail item, the customer must ensure that these enclosures do not adversely affect the ease of handling of the item and otherwise meet the applicable requirements in the Agreement. For definitions, [Go to Section I, Glossary](#).

Samples, Promotional and Novelty items that do not meet the requirements may be subject to additional charges or may require additional mail preparation.

A non-personalized audiocassette tape, compact disc (CD) or Digital Video Disc (DVD) used to promote a brand name, or use of the product or service, may be accepted as a Sample, Promotional and Novelty item (CDs and DVDs are not acceptable in hard jewel cases).

The price for Samples, Promotional and Novelty items is based on the total weight, including backing and/or packaging. For pricing, [Go to Canada Post Prices](#).

Samples, Promotional and Novelty items are priced, weighed and counted separately from the host publication in which they are enclosed. They are not considered part of the publication when measuring the advertising to editorial ratio of the Publications Mail item.

Co-packaged Items (Addressed Admail, Lettermail and Publications Mail)

Overview

Co-packaging provides a convenient way for customers to reach their target audience with an effective array of messages or materials.

Co-packaged items are priced as if they were mailed separately, must be entered on separate *Orders (Statements of Mailing)* and meet the other applicable requirements.

Co-packaged Lettermail or Addressed Admail

If an item or any of its components does not meet the requirements of Publications Mail but meets the requirements of Lettermail or Addressed Admail, it may be enclosed within a Publications Mail item but it will be priced as a separate item. In such cases:

- a separate *Order (Statement of Mailing)* must be completed using Electronic Shipping Tools (EST) for the enclosed Lettermail or Addressed Admail items as if they were mailed separately, with the selection “Co-packaged in Pubs Mail piece” indicated;
- the Publications Mail item must bear the endorsement “Postage paid for enclosed Lettermail (or Addressed Admail)”, visible on or through the wrapper;
- the wrapper is weighed as part of the host publication;
- there is no minimum volume requirement for a co-packaged Addressed Admail or Lettermail item;
- Publications Mail service standards apply; and
- undeliverable co-packaged Lettermail or Addressed Admail items will not be returned to the sender.

Co-packaged Publications Mail

Co-packaged Publications Mail consists of two or more host publications being mailed to the same recipient and which are packaged together for convenience. Generally, a second publication enclosed in a Publications Mail item that would qualify as a separate host publication should be co-packaged, unless it qualifies as a ride-along publication or other acceptable enclosure.

In such cases:

- a separate *Order (Statement of Mailing)* must be completed using Electronic Shipping Tools (EST) for the co-packaged publication as if it were mailed separately, with the selection “Co-packaged in Pubs Mail piece” indicated;
- the co-packaged publication will be priced as a separate item (not including the weight of the wrapper, which is considered part of the host publication);
- the Publications Mail item must bear the endorsement “Postage paid for enclosed co-packaged Publications Mail” visible on or through the wrapper;
- there is no minimum volume requirement for a co-packaged Publications Mail item;
- undeliverable co-packaged Publications Mail items will be returned to the sender; and
- publications produced in more than one language (even if they are a direct translation) are considered separate host publications, unless they are bound together under one cover.

NOTE: An enclosed publication (newspaper, magazine or newsletter) published at a frequency of less than twice a year, may qualify as an acceptable enclosure priced with the host publication, provided that:

- it does not otherwise qualify as an advertorial, ride-along publication or other acceptable enclosure;
- it is clearly identified on the cover or in the masthead, with the words “annual publication” or “one-time publication” (or similar wording);
- it meets all other criteria to be considered a Publications Mail item.

Otherwise, it may be considered as co-packaged and priced accordingly.

Publications Mail

Size and Weight

CATEGORY		LENGTH	WIDTH	THICKNESS	BUNDLE HEIGHT	WEIGHT	
Individually Addressed Copies (including all enclosures and wrapping)	Presorted LCP or NDG	max.	600 mm	600 mm	200 mm	1.36 kg	
		min.	140 mm	90 mm	0.18 mm	-	
	Machineable Short and Long (S/L)	max.	245 mm	156 mm	5 mm	100 mm	50 g
		min.	140 mm	90 mm	0.18 mm	-	3 g
	Machineable Oversize (O/S)	max.	380 mm	270 mm	20 mm	200 mm	750 g
		min.	140 mm	90 mm	0.5 mm	-	10 g
Bundles of Unaddressed Copies	max.	600 mm	600 mm	600 mm	-	25 kg	
	min.	140 mm	90 mm	0.36 mm	-	-	
Samples, Promotional and Novelty Items	max.	Must not adversely affect ease of handling. (See Samples, Promotional and Novelty items)				100 g	
	min.					-	

NOTE: Length plus girth must not exceed 2 m.

Payment Options

Proofs of Payment

The following proofs of payment are acceptable for Publications Mail items. Some restrictions or conditions may apply.

- Franking
- Postal indicia

Methods of Payment

The following methods of payment are acceptable for Publications Mail items. Some restrictions or conditions may apply.

- Account
- Business cheque
- Cash*
- Credit card**
- Debit card*
- Franking privilege
- Money Order*

*Payment by cash, debit card or Money Order is available only to customers paying at a postal outlet.

**Credit card is available only to customers using Electronic Shipping Tools. Some exceptions apply.

NOTE: Regardless of the method of payment used, customers must establish an Account.

For more information on payment options, [Go to Section B – Chapter 5, Paying for a Mailing.](#)

Subsidized Publications Mail

Subsidies are available for certain publications if specific eligibility criteria are met under the Publications Assistance Program. Customers who wish to apply for subsidies must contact the Department of Canadian Heritage directly at 1 800 641-9221.

If the customer's publication qualifies for a subsidy under the Publications Assistance Program (PAP), Canada Post will forward the request to Department of Canadian Heritage (DCH) for approval of a subsidy payment under the PAP in the applicable amount, which is set out on the signed *Order (Statement of Mailing)*. If approved by DCH, Canada Post will deposit the PAP subsidy payment into the customer's Account.

Service Standards

Service standards are estimates of how long it will take for the mail to be delivered from the point of deposit to the destination points. These service standards are not guaranteed.

Publications Mail

	DELIVERY ZONE		
	LOCAL (BUSINESS DAYS)	WITHIN PROVINCE (BUSINESS DAYS)	NATIONAL (BUSINESS DAYS)
Major Urban Centres	3 days	up to 5 days	up to 12 days
Non-major Urban Centres	3 days	up to 5 days	up to 15 days
Northern Regions and Remote Centres	3 days	up to 7 days	up to 15 days

Time-committed Publications Mail

	DELIVERY ZONE		
	LOCAL (BUSINESS DAYS)	WITHIN PROVINCE (BUSINESS DAYS)	NATIONAL (BUSINESS DAYS)
Major Urban Centres	2 days	up to 4 days	up to 10 days
Non-major Urban Centres	2 days	up to 4 days	up to 13 days
Northern Regions and Remote Centres	2 days	up to 6 days	up to 13 days

Customers must comply with the scheduling requirements to help ensure proper delivery arrangements are in place to meet customer delivery requests. See [Scheduling](#) within this chapter.

For more information on Service Standards, [Go to Section E, Service Standards](#), under *Communications Services*.

Features

A feature is provided automatically as part of the basic service.

Redirection

Publications Mail items that cannot be delivered as originally addressed because the addressee has moved will be redirected to the addressee at no extra charge while there is a *Change of Address Notification (COAN)* in effect.

Publications Mail

Undeliverable Publications Mail

For every Publications Mail item (including a Bundle of Unaddressed Copies) that is considered undeliverable, Canada Post will forward, for a fee, the address block information along with a sample cover of the host publication to the Canadian address which must be provided by the customer in the [detailed identifying information](#) of the host publication.

A Publications Mail item will be treated as undeliverable mail if:

- the item does not bear a complete and valid address
- the item is addressed to a non-existent address
- the addressee has moved without providing a forwarding address
- the addressee has moved and the *Change of Address Notification* (COAN) has expired
- delivery is prohibited by law or it cannot otherwise be delivered to the addressee

Undeliverable items will be disposed of or recycled as determined by Canada Post.

NOTE: Customers should not indicate “return postage guaranteed” on their publications, as this service does not apply to Publications Mail.

Options

An option is a service enhancement which is not provided automatically as part of the basic service.

Time-committed Publications Mail

A customer may request Canada Post to provide Time-committed service, if the following criteria are met:

- Time-committed Publications Mail mailings must be deposited a minimum of 20 times per year, and either be
 - presorted by Letter Carrier Presort (LCP) or NDG Presort with a minimum of 40% of each such mailing being presorted direct to Delivery Facility bundles/groupings, or
 - prepared as Machineable Publications Mail
- Mailers must use
 - Time-committed "J" labels/tags on all containers/bags, and
 - Electronic Shipping Tools (EST) to create the *Order (Statement of Mailing)*
- The mailings meet all other requirements for Publications Mail.

Failure to adhere to the criteria as stated above may result in removal from the Time-committed Publications Mail qualifying list.

Documentation Required

For information on documentation required, including *Order (Statement of Mailing)* and the Electronic Shipping Tools, [Go to Documentation and Online Tools](#), *Section B - Chapter 5, Paying for a Mailing*.

Format

Identifying Information for Publications Mail Items

Certain identifying information is required for proof of payment and processing, including handling of undeliverable Publications Mail items.

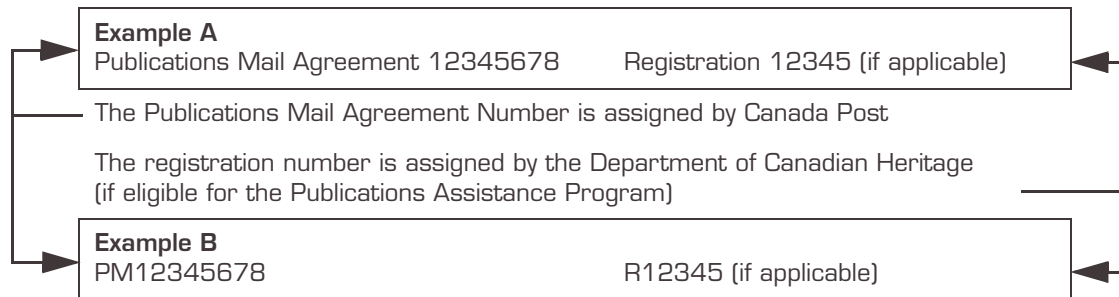
Depending on the location of the required identifying information, customers may need to apply both the basic identifying information and the detailed identifying information, as described below, on each item.

Basic Identifying Information

The basic identifying information is required on each unwrapped or clear-wrapped Publications Mail item (including a Bundle of Unaddressed Copies). All opaque-wrapped Publications Mail items must meet the requirements below for the detailed identifying information. The basic identifying information must be clearly visible in one of the following locations in minimum 6-point font on the host publication:

- on the cover (front, back or spine if perfect bound) of a magazine;
- on the front or back page of a newspaper or newsletter;
- on the address label (destination address font size minimum is 2 mm); or
- as part of the postal indicia (if the proof of payment option is used).

The basic identifying information must be indicated in either one of the following formats:



Detailed Identifying Information

Each opaque-wrapped host publication or Bundle of Unaddressed Copies must contain the detailed identifying information (not the basic) clearly visible on the outside of the wrapper. The detailed identifying information does not need to be duplicated on or in the host publication if it is printed on the outside of an opaque wrapper or envelope.

Each unwrapped or clear-wrapped Publications Mail item have the detailed identifying information printed in one of the following locations:

- on one of the first five or last five pages of the host publication; or
- on the first page of the table of contents of the host publication; or
- in the masthead of the host publication; or
- on a clearly identifiable insert card securely enclosed in the host publication; or
- on an insert card for the delivery address which is clearly visible through a polybag; or
- on the outside of the host publication to replace the basic identifying information.

The detailed identifying information must appear as illustrated in the example below and must also contrast with the background for legibility:

PUBLICATIONS MAIL AGREEMENT NO. XXXXXXXX
REGISTRATION NO. XXXXX (if applicable)
RETURN UNDELIVERABLE CANADIAN ADDRESSES TO
MYCOMPANY/DEPARTMENT
123 MY-ADDRESS ST
MY-CITY ON M9M 9M9

If a postal indicia is used to indicate proof of payment on an opaque-wrapped Publications Mail item (including a Bundle of Unaddressed Copies), the Canadian return address for undeliverable address block information must be clearly indicated on the outside of the opaque wrapper.

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Addressing

Each Publications Mail item must be addressed to a specific individual or to a company name and include the complete mailing address, including the valid postal code for that address. Copies or bundles must not be addressed to Occupant, Boxholder or Householder. All addresses must conform to *The Canadian Addressing Guide*. The address must be placed firmly on the publication, the envelope, the plastic wrap or on the insert inside the clear plastic wrap where it can be easily read. Light-coloured address labels are preferred (white, pale yellow or beige). Customers must use high-quality glue on the labels so they do not separate from the publication or wrapper during processing. For more information on addressing or the *Address Accuracy Program*, [Go to Section B – Chapter 3, Addressing](#).

Mail Preparation and Presortation

Proper mail preparation is important to ensure that Publications Mail items are processed and delivered efficiently. Improperly prepared mailings which require extra handling are subject to surcharges.

Mail preparation is the process of facing and containerizing the items, and labelling the bags and containers. It helps ensure machineability of mail (where applicable), protection of mail, identification of the type of mail and ease of handling.

Mail presortation is the process of sequencing, grouping and containerizing the items, and labelling the containers to allow Canada Post to bypass various processing steps and facilities within its mail distribution network.

Individually Addressed Copies

The following mail preparation and presortation options are available to Publications Mail customers:

- Machineable
- Letter Carrier Presort (LCP)
- NDG Presort.

If customers choose to presort their mail, they must use only one of the following options for each deposit: LCP or NDG Presort. LCP and NDG presorted items cannot be combined.

All copies in each issue being mailed must be included on a single *Order (Statement of Mailing)*, with the exception of supplemental mailings for late renewals and new subscribers, which may be made on separate *Orders* between issues (subject to minimum volume requirements).

If variations in enclosures within an issue or edition require separate presortation, LCP must be used. In this case, all of the variations must be combined on one *Order (Statement of Mailing)* and a *Mailing Summary* must be provided for each variation. A weighted average weight per item calculation may be used. The minimum volume requirement applies to the entire *Order* for presorted Publications Mail.

Under no circumstances are issues to be split on separate *Orders (Statements of Mailing)* for the purpose of circumventing mailing requirements. For a list of Recognized Presortation Software vendors, [Go to Section B – Chapter 3, Addressing](#).

For more information on mail preparation and presortation, [Go to Mail Preparation and Presortation Guides](#).

Bundles of Unaddressed Copies

No presortation is required for Bundles of Unaddressed Copies. Mail preparation includes proper wrapping and addressing. Bundles of Unaddressed Copies must be segregated from Machineable, LCP or NDG items at the time of deposit to facilitate their processing.

Summary of Options and Key Requirements

MACHINEABLE MAIL	Machineable Mail is mail that is prepared in such a way that it can be processed through Canada Post's automated mail processing equipment.
Machineable Short and Long (S/L)	<ul style="list-style-type: none"> - to access Machineable prices, customers must submit an <i>Order (Statement of Mailing)</i> electronically using the Canada Post Electronic Shipping Tools (EST). Otherwise NDG National prices will apply, in addition to a manual <i>Order</i> processing fee - a minimum of 1,000 items per deposit (phantom pricing is available at Machineable base price) - no presortation is required - maximum weight per item is 50 g - machine readability acceptance level of 90% (price adjustment is applied to items below level) - certification is available - a <i>Statement of Accuracy</i> is required on mailings of more than 5,000 items - may be included on the same <i>Order (Statement of Mailing)</i> as presorted Letter Carrier Presort (LCP) or NDG Presort - meets the postal standards as set out in the <i>Canada Postal Standards Manual – Publications Mail</i> - must be deposited at Canada Post approved sites - approved containerization: mail must be presented for deposit in a Lettertainer - container label reads: S/L PUBLICATIONS MAIL MACHINEABLE or TIME-COMMITTED S/L PUBLICATIONS MAIL MACHINEABLE.
Machineable Oversize (O/S)	<ul style="list-style-type: none"> - to access Machineable prices, customers must submit an <i>Order (Statement of Mailing)</i> electronically using the Canada Post Electronic Shipping Tools (EST). Otherwise NDG National prices will apply, in addition to a manual <i>Order</i> processing fee. - a minimum of 1,000 items per deposit (phantom pricing is available at Machineable base price) - no presortation is required - maximum weight per item is 750 g - machine readability acceptance level of 80% (price adjustment is applied to items below level) - certification is available - a <i>Statement of Accuracy</i> is required on mailings of more than 5,000 items - may be included on the same <i>Order (Statement of Mailing)</i> as presorted Letter Carrier Presort (LCP) or NDG Presort - meets the postal standards as set out in the <i>Canada Postal Standards Manual – Publications Mail</i> - must be deposited at Canada Post approved sites - approved containerization: mail must be presented for deposit in a Flats Tub or brick-piled on a pallet - container label reads: O/S PUBLICATIONS MAIL MACHINEABLE or TIME-COMMITTED O/S PUBLICATIONS MAIL MACHINEABLE.

Publications Mail

<p>Certification of Machineable Mail</p>	<p>Customers may apply for Certification of the readability of their Machineable Publications Mail. Certification makes it easier and more convenient for customers to deposit their Machineable Mail with Canada Post. The testing of a mailing's performance against the required readability targets is undertaken on a random and less frequent basis for certified customers than for non-certified customers. For more information on certification of Machineable Mail, Go to Section B – Chapter 4, Planning a Mailing.</p>
<p>LETTER CARRIER PRESORT (LCP) MAIL</p>	<p>The Letter Carrier Presort (LCP) option allows customers to presort items directly to specific letter carrier routes or other delivery modes using presortation software recognized by Canada Post.</p>
<p>Letter Carrier Presort (LCP) Short and Long (S/L) and Oversize (O/S) Mail</p>	<ul style="list-style-type: none"> - to access LCP prices, customers must submit an <i>Order (Statement of Mailing)</i> electronically using the Canada Post Electronic Shipping Tools (EST). Otherwise NDG National prices will apply, in addition to a manual <i>Order</i> processing fee - LCP may not be included on the same <i>Order (Statement of Mailing)</i> as NDG Presort - a minimum of 1,000 items per <i>Order</i> (phantom pricing is available at the Delivery Mode Direct base price) - maximum weight per item is 1,360 g - a <i>Statement of Accuracy</i> is required on mailings of more than 5,000 items - Delivery Mode Code (DMC) required on each item - mailing must be prepared using current version of Canada Post recognized presortation software - <i>Mailing Summary</i> is required - minimum of six items per grouping - levels of consolidation (groupings): Delivery Mode Direct (DMD), Delivery Facility (DF), Distribution Centre Facility (DCF), Forward Consolidation Point (FCP) and Residue - levels of containerization (hard-sided containers, bags, pallets and/or monotainers): Delivery Facility (DF), City, Distribution Centre Facility (DCF), Forward Consolidation Point (FCP) and Residue - approved containerization: may be in hard-sided containers, bags, or brick-piled on pallets and/or monotainers - container label reads: PUBLICATIONS MAIL LCP or TIME-COMMITTED PUBLICATIONS MAIL LCP
<p>Delivery Mode Code (DMC) for LCP</p>	<p>On a regular basis, Canada Post produces data files containing Delivery Mode Codes (DMC). Use of the current DMC is a requirement to qualify for the LCP option.</p> <p>The application of these codes associates the mail to a specific type of delivery and delivery route. For information on requirements related to the Delivery Mode Code (DMC), Go to Mail Preparation and Presortation Guides.</p> <p>An integral part of the Delivery Mode Code (DMC) is the Delivery Mode Audit Code. It is the visible reference on the item that identifies the version of data used for mail presortation. The use of an outdated Delivery Mode Audit Code to presort mailings could result in inefficient delivery of the mail and is subject to a price adjustment as defined by Canada Post.</p>

Publications Mail

NDG Presort	<p>The NDG option is the basic mail presortation option that allows customers to presort items by postal code sequence and group them according to the National Presortation Schematic (NPS).</p>
NDG Presort Short and Long (S/L) and Oversize (O/S) Mail	<ul style="list-style-type: none"> - electronic <i>Order (Statement of Mailing)</i> using the Canada Post Electronic Shipping Tools (EST) are recommended to access NDG prices (otherwise a manual <i>Order</i> processing fee will apply) - NDG Presort may not be included on the same <i>Order (Statement of Mailing)</i> as Letter Carrier Presort (LCP) - a minimum of 50 items per <i>Order</i> for mailings comprised of NDG National items (phantom pricing is available at NDG National base price) - no minimum volume requirement for mailings containing qualified NDG Regional and/or Local Rural items (even if some NDG National items are included on the <i>Order</i>) - maximum weight per item is 1,360 g - a <i>Statement of Accuracy</i> is required on mailings of more than 5,000 items - a minimum of six items per grouping - levels of consolidation (groupings): Delivery Facility (DF), Distribution Centre Facility (DCF), Forward Consolidation Point (FCP) and Residue - levels of containerization (hard-sided containers, bags, pallets and/or monotainers): Delivery Facility (DF), City, Distribution Centre Facility (DCF), Forward Consolidation Point (FCP) and Residue - presort levels with special conditions: National, Regional and Local Rural - approved containerization: may be in hard-sided containers, bags, or brick-piled on pallets - container label reads: PUBLICATIONS MAIL NDG or TIME-COMMITTED PUBLICATIONS MAIL NDG.
Bundles of Unaddressed Copies	<ul style="list-style-type: none"> - maximum weight per bundle is 25 kg - a minimum of two unaddressed copies per bundle - no minimum volume is required - no presortation is required - must be securely wrapped or tied - DIRECT BUNDLE TO THIS ADDRESS notation is required on or near address label - may be presented on the same <i>Order (Statement of Mailing)</i> as Machineable or presorted LCP or NDG - must be segregated from individually addressed copies when deposited in order to expedite processing.

Postal Indicia and Markings

Postal Indicia

For Publications Mail, the use of a postal indicia is optional, however, the applicable “[identifying information](#)” is required. [Go to Section B – Chapter 5, Paying for a Mailing.](#)

Markings

[Go to Graphics and Other Markings, Section B - Chapter 5, Paying for a Mailing.](#)

Publications Mail

Prior to Depositing

Provide a Sample

To confirm that the items meet Canada Post's specifications for Publications Mail, one representative sample of each item, including all enclosures and wrappings, identical to those being mailed must be provided for each variation (weight, size, content).

Such samples must be provided to the approved Canada Post facility where the mail will be deposited on or before the time of deposit.

Creating an Order (Statement of Mailing)

An *Order (Statement of Mailing)* must be properly completed and submitted at the time of mailing, along with a sample of the item, including enclosures and wrappings, identical to those to be mailed.

Two (2) printed copies of the *Order (Statement of Mailing)* prepared electronically, or the original of a manually prepared *Order (Statement of Mailing)*, must be provided to an authorized Canada Post Representative at a postal facility approved by Canada Post at the time of mailing.

The use of the Electronic Shipping Tools (EST) to prepare and submit *Orders (Statements of Mailing)* is mandatory to access Letter Carrier Presort (LCP) and Machineable prices. LCP and/or Machineable items accompanied by a manually prepared *Order* are subject to a manual *Order* processing fee and will be priced at the applicable NDG National prices in effect at the time of mailing.

For more information on the *Order (Statement of Mailing)*, [Go to Documentation and Online Tools, Section B - Chapter 5, Paying for a Mailing](#).

Scheduling

If a single mailing contains 10,000 or more items, the customer must provide a deposit schedule for the mailing to Canada Post. The deposit schedule must be provided at least five (5) business days (excluding weekends and statutory holidays) before the actual deposit, to help ensure proper delivery arrangements are in place and meet customer delivery requests. Customers must confirm this deposit schedule at least twenty-four (24) hours before the actual mailing date.

Mailing Summary and Mailing Details

The *Mailing Summary* includes general information regarding the customer and the presortation software used for the mailing. Customers must provide a *Mailing Summary* for all Letter Carrier Presort (LCP) mailings. If the *Mailing Summary* is not provided, the NDG National price will apply.

The *Mailing Details* document includes a detailed breakdown of the mail preparation and presortation information and is only required upon request by Canada Post.

For a list of Recognized Presortation Software vendors, [Go to Section B – Chapter 3, Addressing](#).

Partial Mailings and Downstream Shipments

If a Publications Mail mailing is deposited in more than one shipment, the total mailing cost must be reflected on the *Order (Statement of Mailing)* for the entire mailing. However, each individual partial mailing must be made within a maximum number of days specified by Canada Post.

If a Publications Mail mailing is deposited at approved downstream sites, the total mailing cost must be reflected on a single *Order (Statement of Mailing)* for the entire mailing.

For Machineable Publications Mail, each partial mailing must meet the minimum volume requirement of 1,000 items. For presorted mail (LCP or NDG), the minimum volume requirement applies to the entire *Order* and not to the partial or downstream shipments.

Weighted Average Weight

A mailing may be comprised of items of varying weights (including items above and below the base weight). In such cases, the customer may choose to enter information on the *Order (Statement of Mailing)* using the weighted average weight per item.

Separate average weights must be calculated and entered on the *Order (Statement of Mailing)* for the portions of the mailing:

- up to the base weight;
- between the base weight and 500 g; and
- over 500 g

Two examples of a weight calculation using the weighted average approach follow.

Example 1 – A customer has a mailing of 2,500 items of NDG National. All items weigh more than 100 g. However, a portion of the mailing is at 155 g and the remainder is at 160 g. The formula to calculate the weighted average weight is:

Total weight of all items divided by total number of items

NDG NATIONAL PRESORT	A NUMBER OF ITEMS	B WEIGHT PER ITEM (g)	C TOTAL WEIGHT (g)	D TOTAL (C) DIVIDED BY TOTAL (A) = WEIGHTED AVERAGE WEIGHT
	500	155	77,500	
	2,000	160	320,000	
TOTAL	2,500		397,500	159.00 g

In this example, since all items in the mailing have a weight in excess of 100 g but less than 500 g, the average weight per item calculation can be used and entered on the *Order (Statement of Mailing)* for pricing purposes. (The same approach would be used in cases where an NDG mailing has items with different weights but all items weigh 100 g or less, all items weigh more than 100 g but less than 500 g, or all items weigh more than 500 g).

Example 2 – A customer has a mailing of 5,000 items of NDG National. The mailing is comprised of various weights above and below 100 g but less than 500 g. In this example, two calculations of average weight must be completed and entered separately on the *Order (Statement of Mailing)* for pricing purposes: one entry for that portion of the mailing at 100 g or less, and one entry for the portion over 100 g, but under 500 g.

Under 100 g

NDG NATIONAL PRESORT	A NUMBER OF ITEMS	B WEIGHT PER ITEM (g)	C TOTAL WEIGHT (g)	D TOTAL (C) DIVIDED BY TOTAL (A) = WEIGHTED AVERAGE WEIGHT
	1,500	30	45,000	
	500	45	22,500	
TOTAL	2,000		67,500	33.75 g

Publications Mail

Over 100 g but under 500 g

NDG NATIONAL PRESORT	A NUMBER OF ITEMS	B WEIGHT PER ITEM (g)	C TOTAL WEIGHT (g)	D TOTAL (C) DIVIDED BY TOTAL (A) = WEIGHTED AVERAGE WEIGHT
	1,000	155	155,000	
	2,000	160	320,000	
TOTAL	3,000		475,000	158.33 g

At the Time of Deposit

Required at Time of Deposit

A completed *Order (Statement of Mailing)* must accompany each publication issue deposited, along with a sample copy or copies of the publication (including enclosures) for each weight variation as well as a *Mailing Summary*, where applicable. For more information see [Prior to Depositing](#).

Where to Deposit

All Publications Mail items must be deposited with an authorized Representative at a postal facility approved by Canada Post. Publications Mail cannot be deposited into street letter boxes or any other mail receptacle. All mail must be deposited during normal business hours, or at a time otherwise approved by an authorized Canada Post Representative.

Approved Deposit Sites

Machineable Publications Mail must be deposited at one of the following Canada Post approved sites*:

SHORT AND LONG (S/L) APPROVED SITES	OVERSIZE APPROVED SITES	ADDRESS
St. John's NL	N/A**	98 KENMOUNT RD ST. JOHN'S NL A1B 3T3
Halifax NS	N/A**	6175 ALMON ST HALIFAX NS B3K 5N4
Saint John NB	N/A**	125 ROTHESAY AVE SAINT JOHN NB E2L 2B0
Québec QC	N/A**	300 ST-PAUL ST QUÉBEC QC G1K 3W0
Montréal Léo-Blanchette QC	Montréal Léo-Blanchette QC	555 MCARTHUR ST ST-LAURENT QC H4T 1T4
Ottawa ON	Ottawa ON	1424 CALEDON PL OTTAWA ON K1A 0C1
Toronto South Central ON	Toronto South Central ON	969 EASTERN AVE TORONTO ON M4L1A5
Hamilton ON	Hamilton ON	393 MILLEN RD STONEY CREEK ON L8E 5A8

Publications Mail

SHORT AND LONG (S/L) APPROVED SITES	OVERSIZE APPROVED SITES	ADDRESS
London ON	London ON	951 Highbury Ave London ON N5Y 1B0
Windsor ON	N/A**	4255 Walker Rd Windsor ON N8W 4W0
Winnipeg MB	Winnipeg MB	266 Graham Ave Winnipeg MB R3C 0K4
Regina SK	N/A**	2200 Saskatchewan Dr Regina SK S4P 0B5
Saskatoon SK	N/A**	817 51 St E Saskatoon SK S7K 5C6
Calgary AB	Calgary AB	1100 49 Ave NE Calgary AB T2E 0A0
Edmonton AB	Edmonton AB	12135 149 St Edmonton AB T5L 2J0
Vancouver BC	Vancouver BC	349 West Georgia St Vancouver BC V6B 1Y9
Victoria BC	N/A**	4181 Glanford Ave Victoria BC V8Z 4B0

*Subject to change without notice.

**Not accepted at this location.

Mailings That Do Not Meet Publications Mail Requirements

If an item or any of its components is tendered as Publications Mail and does not qualify for Canada Post's Publications Mail service, then the process outlined in the *General Terms and Conditions* applies. [Go to General Terms and Conditions.](#)

Ensuring Mail Quality and Avoiding Extra Handling Costs

In some cases, a mailing which does not fully meet certain specifications for Publications Mail may be processed but will create extra handling for Canada Post. In order to recover such extra handling costs, surcharges will be applied at the piece, container and mailing level. [Go to Canada Post Prices.](#)

Delivery of Publications Mail

- to the door
- to a group mailbox
- to an apartment or a condominium
- to a rural mailbox
- to a post office box
- via general delivery
- via a container/bag service.

General Terms and Conditions

[Go to General Terms and Conditions.](#)