

Printing Requirements for Postal Indicia

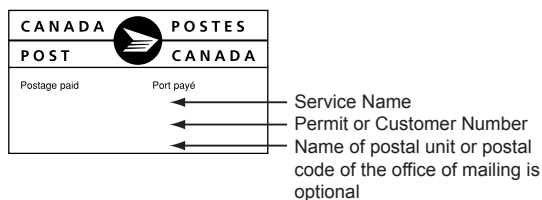
- □ postal indicia must be made by a mechanical or photographic printing process and applied on the mail item or self-adhesive labels that cannot be removed from the mail piece
- □ postal indicia must appear on each item mailed
- □ contain Canada Post's corporate identity, product name, and customer or permit number. The name of □ postal outlet or postal code of the mailing office is optional.
- □ be at least 19 mm x 36 mm and no larger than 39mm x 73mm
- □ be printed on, or attached to, the address side of each item in the upper right corner (mailers may □ indicate the date of mailing)
- □ contain characters between 2mm and 5mm high (upper case characters of nominal 7 point meet the □ minimum character size)
- □ black or red ink is preferred. Other colors are acceptable if there is sufficient contrast with the □ background.

Canada Post is subject to the *Official Languages Act*; therefore the postal indicia must be bilingual. For any mailing with a return address within the province of Québec, the main information contained within the body of the indicia must be French first. In all other provinces, English must be first.

Phosphorescent ink is not acceptable for use in imprinting the indicia on the mail piece.

A generic postal indicia may be used for any services, with the exception of Electronic Addressed Admail and Electronic Lettermail.

Example:



For Distribution Services, a generic postal indicia may be used or the following information may be printed, using a minimum 9 pt. type, in the area where the indicia would normally be located.

Canada Post/Postes Canada
Name of Service
Customer Number

Example:

