

Depositing



Neighbourhood Mail™

IMPORTANT UPDATES

DESCRIPTION OF CHANGE		LOCATION
Amendment v1.0	Posted on November 18, 2016	Effective on January 16, 2017

No updates.

Changes and enhancements introduced in 2016:

DESCRIPTION OF CHANGE		LOCATION
Revision v1.1	Posted on December 18, 2015	Effective on January 11, 2016

Introduced Letterflatainer (LFT) as an acceptable container.

[Section 1.3 "Where to deposit"](#)

When there is an amendment or a revision to the document, the version number will be modified as follows:

- an amendment increases the first digit in the version (e.g., version 2.0, 3.0)
- a revision increases the second digit in the version (e.g., version 1.1, 1.2)
- the version number restarts at 1.0 every January of a given year.

TABLE OF CONTENTS

Depositing	1
1 Required at Time of Deposit	1
1.1 When to deposit	1
1.2 Deposit location types	2
1.3 Where to deposit	2

DEPOSITING

The “Depositing” module provides information on the documents you will require at the time of deposit. This section will help ensure that your mail is deposited at a location that is properly equipped and capable of handling your mail on time.

1 REQUIRED AT TIME OF DEPOSIT

Each Neighbourhood Mail *Order (Statement of Mailing)* must be:

- accompanied by two printed copies of the electronically prepared and transmitted *Order (Statement of Mailing)* or the original of a manually prepared *Order (Statement of Mailing)*
- provided to an authorized Canada Post representative at the postal facility approved by Canada Post at the time of mailing, or before transporting the items directly to a local delivery facility and deemed to be the office of payment as declared on the Neighbourhood Mail Delivery Slip.
- one representative sample for each variation (weight, size, content) must be provided at the time of deposit. Otherwise, one sample item will be removed from the mailing for Canada Post’s records and verification at the time of deposit.

NOTE: Customers are required to provide a copy of the *Order (Statement of Mailing)* to an authorized Canada Post representative at every deposit location (i.e., RVU and CDC) at the time of mailing or before transporting the items to a delivery facility.

1.1 When to deposit

Customers may choose between one of the following two delivery options:

WHEN DEPOSITING..	« SPECIFIED DELIVERY START DATE » MAILINGS	« UPON RECEIPT » MAILINGS
at a Delivery Installation responsible for local delivery in an urban centre:	<ul style="list-style-type: none"> • customers must deposit their mailing no later than 11:00 a.m. on the day prior to the specified delivery start date. • mailings cannot be deposited earlier than 72 hours (three business days) prior to the delivery start date. 	<ul style="list-style-type: none"> • the mailings deposited by 11:00 a.m. may be delivered (subject to operation capacity) the next business day. • mailings received after 11:00 a.m. may result in the delivery beginning the second business day after the deposit of the mailing.
at a Non-Letter Carrier office for local delivery (including corporate offices and depots approved to accept):	<ul style="list-style-type: none"> • customers may deposit their mailing any time on the business day prior to the delivery start date. • mailings cannot be deposited earlier than 72 hours (three business days) prior to the delivery start date. 	<ul style="list-style-type: none"> • mail delivery may (subject to operation capacity) begin on the next business day.
at a Drop-off Location for Canada Post to transport nationally or regionally to the local Delivery Installations:	<ul style="list-style-type: none"> • customers can deposit their mailing as determined by the number of business days required by Canada Post Delivery Standards to meet the delivery start date. • mailings cannot be deposited earlier than 48 hours (two business days) prior to the determined deposit date. 	<ul style="list-style-type: none"> • delivery will follow the above guidelines once it has arrived at the local delivery office.

NOTE 1: The delivery start date as indicated on the *Order (Statement of Mailing)* will be adjusted to “upon receipt” delivery for all mailings deposited earlier or later than the required times as indicated above.

2: Items deposited after the deposit location cut-off times are considered as being deposited on the next business day. Visit canadapost.ca/cutofftimes for a list of select deposit location cut-off times.

1.2 Deposit location types

We have assessed the capabilities of our deposit locations to ensure they are properly equipped and capable of handling your mail efficiently and on time. The type of mail and the volume which can be accepted in each of these facilities have been defined into the following Deposit Location Types:

LOCATION TYPE	DEFINITION
Receipt Verification Units (RVUs)	Accepts all volumes.
Commercial Deposit Centres (CDCs)	Facilities that are equipped to accept, verify, and process commercial mailings. Commercial mailings deposited at a CDC will continue to be processed at a Canada Post mail processing plant. Customers exceeding the acceptable volumes will be referred to the nearest RVU.
Corporate Post Offices	Accepts up to the equivalent of five containers. Customers exceeding the acceptable volumes will be referred to the nearest CDC or RVU.
Delivery Facilities	Accepts for local delivery (to a maximum of full coverage for the Delivery facility).

1.3 Where to deposit

All items must be deposited with an authorized representative at a deposit location approved by Canada Post, including any retail postal facilities selected on the *Order (Statement of Mailing)*. Items cannot be deposited into street letter boxes or other mail receptacles.

Daily maximum volumes of mail have been implemented for certain types of deposit locations.

RECEIPT VERIFICATION UNIT (RVU)	COMMERCIAL DEPOSIT CENTRES (CDC)*			CORPORATE POST OFFICE*		DELIVERY FACILITY
	LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 1	LEVEL 2	
No maximum	2 shipping units**	3 shipping units**	7 shipping units**	5 containers	12 containers	No maximum at the delivery facility responsible for local delivery***
	(monotainers/pallets)					

* This location type is not equipped to process mail received in monotainers or pallets that are double-stacked.

** A monotainer can accommodate approximately 48 letterflatiners (LFTs) (40 letterflatiners with lids) or 24 Flats tubs.

*** Not applicable for mailings requiring transportation to another delivery facility.

NOTE: Parliamentary mailings using Neighbourhood Mail are to be deposited only in Ottawa at the House of Commons Post Office.

A look-up tool called **Find a Deposit Location** is available at canadapost.ca/depositlocations to help you identify the right deposit location for your mailing based on Postal Code^{OM}, mail type and quantity. In addition, this tool will provide further information such as the deposit location address and hours of deposit. Parliamentary mailings using Neighbourhood Mail are to be deposited only in Ottawa at the House of Commons Post Office.

Neighbourhood Mail items destined for the same Canada Post Delivery Installation must be deposited on the same date. The delivery cycle start and end date will be adjusted based on the date and time that the mailing is actually received.

Customers may deposit mailings that include a portion for local delivery and the remaining portion requiring transportation. However, they must be prepared in separate letterflatiners, flats tubs, customer-supplied container(s), monotainer(s) or pallet(s) when applicable.

Neighbourhood Mail prices apply to items destined for delivery within the area served by the delivery facility where the items are deposited. If the customer wishes to have Canada Post forward items to any other delivery area, a Transportation fee will apply. Transportation fees apply to all Neighbourhood Mail items transported from a Canada Post facility to any other delivery facility.