

Pricing



Business Reply Mail™

IMPORTANT UPDATES

DESCRIPTION OF CHANGE		LOCATION
Amendment v1.0	Posted on November 18, 2016	Effective on January 16, 2017
Updated to reflect 2017 prices.		Section 1 "Prices"

Changes and enhancements introduced in 2016:

DESCRIPTION OF CHANGE		LOCATION
Revision v1.1	Posted on January 11, 2016	Effective on January 11, 2016
Updated Adjustments - machineable mail requirements		Section 2.1 "Adjustments - machineable mail requirements"

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.

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PRICING

The “Pricing” module provides detailed information on pricing for the service option selected (Domestic and International).

1 PRICES

In order to access Business Reply Mail prices, the customer must meet all applicable requirements, including specifications for Business Reply Mail, as outlined in this Agreement.

	Annual Fee (non-refundable)	Price per Item returned			
		Machineable Standard	Non-machineable Other (Non-standard and Oversize)		
			Up to 50 g	Up to 100 g	Over 100 g up to 200 g
Domestic	\$690.00	\$0.88	\$2.20	\$2.88	\$3.96
International	\$690.00	\$2.20	n/a	n/a	n/a

All prices are subject to any applicable rebates, discounts, fees, surcharges, adjustments and taxes.
For further details, please visit our website at canadapost.ca/brmguides.

1.1 Business Reply Mail annual fee and prices

Customers will be billed an annual, non-refundable fee plus applicable taxes upon signing the *Agreement Activation Form* and upon renewal of their Agreement on each anniversary date.

Business Reply Mail customers are responsible for payment of each returned Business Reply Mail item even if the Business Reply Mail item is blank, incomplete or empty.

In addition, items that fail to meet the applicable specifications and requirements for Business Reply Mail will be subject to surcharges or price adjustment.

Canada Post will provide the customer with an invoice for Business Reply Mail that summarizes the charges posted to their account. The charges reflected on the invoice are either of the annual fee and/or of a summary of the Business Reply Mail items returned to the customer.

2 ADJUSTMENTS AND SURCHARGES

Canada Post consults regularly with mailers to better understand their needs and ensure they understand Canada Post's requirements. We understand that mailing anomalies do sometimes occur within normal production cycles.

2.1 Adjustments - machineable mail requirements

All Business Reply Mail (BRM) Standard items rejected from Canada Post's sorting equipment that have visibly been altered or are visibly non-compliant will be considered Non-machineable and will be charged the appropriate Non-machineable price.

MACHINEABLE - STANDARD REQUIREMENTS	PRICE ADJUSTMENT:
BRM Essential Elements (indicia, chevrons, three extraction bars, 4 State barcode and human-readable line, BRM address, BRM Postal Code ^{OM} , reply paid / réponse payee and Canada)	Other (Non-standard & Oversize) Up to 100 g
Physical Characteristics (size and weight)	Other (Non-standard & Oversize) Up to 100 g
Quiet Zones on the front and back of the item	Other (Non-standard & Oversize) Up to 100 g

NOTE: To reduce the risk of price adjustments, it is recommended to use Canada Post's free [Confirmation of artwork placement and assessment of machineability](#) service.

For accurate artwork ensure to use the BRM Artwork Online Tool at canadapost.ca/obc.

MACHINEABLE - OTHER (NON-STANDARD & OVERSIZE) REQUIREMENTS	PRICE ADJUSTMENT:
Any domestic Business Reply Mail item weighing more than 500 g will not qualify for Business Reply Mail service. Such items will be treated as parcels and will be subject to an applicable Parcels price.	Applicable Parcels price for "Other" BRM >500 g

2.2 Surcharges

Well-prepared mailings are important to ensure that your mailing receives the optimum level of service and to keep postal costs down by preventing additional handling. Understanding why a mailing is non-compliant is equally important.

As per Section 5.3 of the Terms and Conditions, items presented for mailing to Canada Post may be verified to determine compliance. Items deemed non-compliant may, at the discretion of Canada Post, be:

- returned at the customer's expense, to be made compliant by the Customer, where possible
- processed and charged at the next or most appropriate Product or Service category, where available
- subject to a surcharge; or
- refused for mailing.

An invoice will be sent to customers regarding any applicable adjustments and surcharges along with a description of the non-compliance issue. If other areas of non-compliance were identified, up to two additional non-compliance matters will be indicated on the invoice to enable the Customer to take corrective action and reduce the risk of future surcharges.

2.2.1 SURCHARGE APPLICABLE TO NON-MACHINEABLE CATEGORY

Due to the limited space on the invoice, surcharge details are abbreviated. The following tables identify:

- the amount of the surcharge
- the abbreviated description of the anomaly (as it will appear on the invoice) and
- quick reference description details.

10¢ NON-COMPLIANCE SURCHARGE PER ITEM FOR OTHER (NON-STANDARD AND OVERSIZE) ITEMS	
INVOICE DESCRIPTION	DESCRIPTION DETAILS
BRM artwork element incorrect	One or more elements of the Business Reply Mail artwork is incorrect
BRM artwork element missing	One or more elements of the Business Reply Mail artwork is missing
BRM specs non-compliant	Business Reply Mail specifications are non-compliant
IBRM artwork element incorrect	One or more elements of the International Business Reply Mail artwork is incorrect
IBRM artwork element missing	One or more elements of the International Business Reply Mail artwork is missing
IBRM specs non-compliant	International Business Reply Mail specifications are non-compliant

NOTE: The classification and amount of surcharges can be subject to change at any time immediately upon notice to the customer.