

# Preparing



## Business Reply Mail™

## IMPORTANT UPDATES

DESCRIPTION OF CHANGE		LOCATION
<b>Amendment v1.0</b>	<b>Posted on November 18, 2016</b>	<b>Effective on January 16, 2017</b>
No updates.		

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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The “Preparing” module provides information on how to prepare Business Reply Mail when included with one of the following services:

- Personalized Mail™ – [canadapost.ca/cppmguides](http://canadapost.ca/cppmguides)
- Incentive Lettermail™ – [canadapost.ca/ilmguides](http://canadapost.ca/ilmguides)
- International Incentive Letter-post™ – [canadapost.ca/ilpguides](http://canadapost.ca/ilpguides)
- Publications Mail™ – [canadapost.ca/pmguides](http://canadapost.ca/pmguides)
- Neighbourhood Mail™ – [canadapost.ca/cpnmguides](http://canadapost.ca/cpnmguides)
- Parcel Services - [canadapost.ca/parcelservices](http://canadapost.ca/parcelservices)

When Business Reply Mail cards are included as part of another type of mailing (e.g., either loose or attached to an Neighbourhood Mail item), the card must be folded inside or inserted in the mail item in order to cover the Business Reply Mail design elements and specific Business Reply Mail address. This will avoid confusion for the recipient and Canada Post at the time of processing.