

Service Overview



Publications 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 2 “Publications Mail pricing”
Added catalogues as acceptable enclosure in Publications Mail.		Section 3.4 “Enclosures and attachments”

Changes and enhancements introduced in 2016:

DESCRIPTION OF CHANGE		LOCATION
Revision v1.4	Posted on May 30, 2016	Effective on May 30, 2016
Clarified sealing for envelopes and folded self-mailers.		Section 3.2 “Designing requirements”
Revision v1.3	Posted on January 12, 2016	Effective on January 12, 2016
Corrected the maximum size for Special Handling and Delivery Facility Presort Oversize items from 600 x 600 x 200 mm to 380 x 380 x 55 mm.		Section 3.1 “Measurements - Size and weight”
Revision v1.2	Posted on January 11, 2016	Effective on January 11, 2016
Clarified that Special Handling includes the Publications Mail Delivery Facility Presort category.		Section 3 “Designing Publication Mail”
Revision v1.1	Posted on November 30, 2015	Effective on January 11, 2016
Special Handling and Delivery Facility Presort maximum size changed to 380 x 270 x 55 mm.		Important Updates page.

Please note that 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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PURPOSE OF THIS SERVICE OVERVIEW

This *Service Overview* is an outline of the *Publications Mail Customer Guide* available at canadapost.ca/pmguides.

The *Customer Guide* forms part of the Agreement between the customer and Canada Post. It explains the qualifications and other terms and conditions under which this service is provided. Customers should ensure they are using the most current version of the *Customer Guide*, including all amendments and other applicable documents. It is the customer's obligation to meet all the requirements outlined in the Agreement.

NOTE: Some words and expressions used in this document have a specific meaning. See "Paying and Terms" module, *General Terms and Conditions*, Section 1 "Definitions" or the *Glossary* for the definition of specific terms referenced throughout this document and this Agreement.

SERVICE OVERVIEW

The "Service Overview" module is a quick reference document that provides a summary of key information pertaining to this service including, qualifying criteria, options, delivery standards, pricing, designing and mail preparation. This module can be used by customers, mail service providers and agencies to ensure that your mailing needs and expectations are met.

1 WHAT IS PUBLICATIONS MAIL SERVICE?

Publications Mail mailings are defined as mailable items, that are:

- magazines and newspapers in print form containing news and miscellaneous information, such as articles, features and advertising
- newsletters in print form, non-promotional in nature, containing news or information 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)
- contains a maximum ratio of 70% advertising to 30% news/editorial (including editorial content sponsored by an advertiser) in no more than 50% of the issues in any 12-month period (enclosures and samples are not included in the 70/30 ratio).

To qualify as Publications Mail service, mailings must:

- be deposited and paid for in Canada for delivery in Canada
- be published and mailed at a regular frequency of at least twice a year
- consist of a minimum of 500 items for Machineable Mail or 1,000 items for Special Handling mail or 50 items for Delivery Facility Presort National (no minimum volume requirement for Delivery Facility Presort Regional or Local Rural)
- be mailed under a valid Publications Mail Agreement number.

1.1 What is acceptable as Publications Mail?

Any Publications Mail item is acceptable provided the item meets the Publications Mail definition and is not listed as an unacceptable item.

1.2 What is unacceptable as Publications Mail?

The following are examples of items that do not qualify as a host publication:

- | | |
|---|-----------------------------|
| • minutes of meetings | • transcripts |
| • surveys | • by-laws |
| • reports | • proxies or voting ballots |
| • books (bearing an ISBN number) | • invoices |
| • catalogues | • stock listings |
| • annual, quarterly or other regular-frequency reports on financial performance | • directories |
| | • non-mailable matter |

NOTE: The items listed above may still qualify as an enclosure either priced with or separately from a host publication (see [Section 3.4 "Enclosures and attachments"](#)).

1.3 Delivery standards

Delivery 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 delivery standards are not guaranteed.

	IN BUSINESS DAYS		
	LOCAL	REGIONAL (WITHIN A PROVINCE)	NATIONAL* (OUTSIDE A PROVINCE)
Regular	3	3 - 5	4 - 8
Time-committed	2	3 - 4	4 - 7

* Excludes non-major urban centres, northern regions and remote areas.

1.3.1 TIME-COMMITTED PUBLICATIONS MAIL

Time-committed Publications Mail is an option that provides faster delivery service when the following criteria are met:

- deposited a minimum of 20 times per year, and is either:
 - presorted by Special Handling or Delivery Facility Presort with a minimum of 40% of each mailing being presorted direct to Delivery Facility bundles/groupings, or
 - prepared as Machineable Publications Mail
- mailers must use the Time-committed “J” labels/tags on all containers
- mailers must use the Electronic Shipping Tools (EST) to create the *Order (Statement of Mailing)*.

The mailing must also meet all other requirements for Publications Mail. If the requirements above are not met, your mailing will be subject to Non Time-committed delivery standards.

For detailed information, visit [Delivery Standards](#) of the *Canada Postal Guide*.

1.4 Service features

A feature is provided as part of the basic service.

1.4.1 MAIL FORWARDING

Items that cannot be delivered as originally addressed because the addressee has moved will be forwarded to the addressee at no extra charge while there is a Mail Forwarding request in effect.

Mail bearing the name of the addressee followed by the words “OR OCCUPANT” or similar wording, or mail bearing a non-personalized descriptor, such as “OCCUPANT”, will not be forwarded. In such cases, the item will be delivered to the original destination address.

1.5 Service options

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

The following options are available at an extra fee or applicable postage:

- Samples that are not bound or affixed to the Publications Mail item (two or more samples mounted on the same backing or packaged together are considered a single sample).
- Canada Post Personalized Mail™ or Lettermail™ (available as co-packaged).
- Publications Mail items from different mail owners enclosed within a Publication (available as co-packaged).
- Time-committed Publications Mail is an option available as part of the basic service subject to meeting the requirements outlined in [Section 1.3.1 “Time-committed Publications Mail”](#).

PRICING

2 PUBLICATIONS MAIL PRICING

In order to access Publications Mail prices, the customer must meet all applicable requirements, including specifications, Address Accuracy, and mail preparation and presortation requirements for Publications Mail service.

Category	Price per Item		
Machineable	Standard Up to 50 g	Oversize Up to 500 g	
	\$0.47	\$0.74 + \$0.0036 per g over 100 g	
Special Handling¹	Standard and Oversize - Up to 1.36 kg		
	Local	Regional	National
	\$0.54 + \$0.0038 per g over 200 g	\$0.57 + \$0.0038 per g over 200 g	\$0.60 + \$0.0038 per g over 200 g
Delivery Facility Presort	Standard and Oversize - Up to 1.36 kg		
	Local Rural	Regional Rural	National
	\$0.44 + \$0.0028 per g over 100 g	\$0.58 + \$0.0035 per g over 100 g	\$0.75 + \$0.0037 per g over 100 g

Features/Options	Price per Item
Samples	
Per Loose Sample ²	\$0.10
Bundles of Unaddressed Copies	Up to 22.7 kg
Per Bundle	\$2.35 + \$3.65 per kg
Undeliverable (uPM)	Up to 22.7 kg
Return Postage ³	\$1.58 + \$2.80 per kg
uPM Processing Fee	\$1.25

¹ Special Handling category pricing applies to all types of groupings determined by the presortation software [Delivery Mode Direct (DMD), Delivery Facility (DF), Distribution Centre Facility (DCF), Forward Consolidation Point (FCP) and Residue].

² The price "per loose sample" does not apply to sample(s) that are bound or affixed to pages within the publication, however the weight of these sample(s) must be included in the overall weight of the publication. The weight of loose samples should not be included with the weight of the publication.

³ Applies to Publications Mail items (including Bundles of Unaddressed Copies) that are returned by mail, in addition to the uPM processing fee.

Use of the Electronic Shipping Tools (EST) to prepare, transmit and submit an *Order (Statement of Mailing)* is mandatory to access Machineable and Special Handling prices. A manually prepared *Order* will be priced at the applicable Delivery Facility Presort - National prices.

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

2.1 Undeliverable Publications Mail (uPM)

Publications Mail items are treated as undeliverable if:

- the item does not bear a complete and valid address
- the item is addressed to a non-existent address
- the item is refused by the addressee
- delivery is prohibited by law
- the item cannot otherwise be delivered to the address.

NOTE: The Undeliverable Publications Mail (uPM) fee does not apply to items that have a valid address. A valid address must include a (1) Postal Code^{OM} in the correct format, (2) valid province for the Postal Code, (3) valid address for the Postal Code, (4) valid suite number for the address.

For further information, visit the "Pricing" module at canadapost.ca/pmguides.

DESIGNING

3 DESIGNING PUBLICATION MAIL

To be eligible as Publications Mail, the items mailed must meet the criteria specified (content, format and physical characteristics) for the Publications Mail service and must be prepared for mailing in such a manner as to prevent loss or damage to any item and permit easy verification of each item.

The Publications Mail service is available in three categories:

- Machineable - Standard and Oversize
- Special Handling - Standard and Oversize
- Delivery Facility Presort - Standard and Oversize.

3.1 Measurements - Size and weight

Each Publications Mail item, including the publication, wrapper and all enclosures, must meet the applicable size and weight specifications. Items within a given mailing can have different sizes, weights and thicknesses provided the items remain within the same weight category. Imperial equivalents are provided for convenience only.

MACHINEABLE MAIL						
SIZE / ITEM		LENGTH	WIDTH	THICKNESS	ASPECT RATIO	WEIGHT
Standard	min.	140 mm (5.6 in.)	90 mm (3.6 in.)	0.18 mm (0.007 in.)	1.3:1	2 g (0.07 oz.)
	max.	245 mm (9.6 in.)	156 mm (6.1 in.)	5 mm (0.2 in.)	2.6:1	50 g (1.76 oz.)
Oversize	min.	140 mm (5.6 in.)	90 mm (3.6 in.)	0.5 mm (0.02 in.)	N/A	10 g (0.4 oz.)
	max.	380 mm (14.9 in.)	270 mm (10.6 in.)	20 mm (0.8 in.)	N/A	500 g (17.6 oz.)

NOTE: Machineable items must be rectangular in shape with the exception of square envelopes. For Standard items, square envelopes are acceptable (min. size of 140 mm x 140 mm x 0.18 mm and max. size of 156 mm x 156 mm x 5 mm).

SPECIAL HANDLING/DELIVERY FACILITY PRESORT					
SIZE / ITEM		LENGTH	WIDTH	THICKNESS	WEIGHT
Standard	min.	100 mm (3.9 in.)	70 mm (2.8 in.)	0.18 mm (0.007 in.)	N/A
	max.	245 mm (9.6 in.)	156 mm (6.1 in.)	5 mm (0.2 in.)	100 g (3.5 oz.)
Oversize	min.	100 mm (3.9 in.)	70 mm (2.8 in.)	0.18 mm (0.007 in.)	N/A
	max.	380 mm (14.9 in.)	380 mm (14.9 in.)	55 mm* (2.2 in.)	1.36 kg (3 lb.)

* Newspaper rolls cannot exceed 130 mm in thickness.

BUNDLES OF UNADDRESSED COPIES (INCLUDING ALL ENCLOSURES AND WRAPPING)					
SIZE / ITEM		LENGTH	WIDTH	THICKNESS	WEIGHT
per bundle	min.	140 mm (5.6 in.)	90 mm (3.6 in.)	0.36 mm (0.014 in.)	N/A
	max.	600 mm (23.6 in.)	600 mm (23.6 in.)	600 mm (23.6 in.)	22.7 kg (50 lb.)

3.2 Designing requirements

These requirements are intended to assist mailers and their suppliers to create mail items that are suitable for efficient processing by Canada Post.

	MACHINEABLE MAIL REQUIREMENTS	SPECIAL HANDLING/DELIVERY FACILITY PRESORT REQUIREMENTS
	Standard Items	
Shape	Rectangular cards and self-mailers. Rectangular or square envelopes as per size specifications	Any, including odd shapes
Address orientation	Horizontal or vertical orientation	Horizontal or vertical orientation
Paper	No glossy finish	Any stock/coating
Graphics/colours	Some requirements apply	Any
Sealing	Envelopes: Fully sealed on all sides Folded self-mailers: clip or spot seal acceptable (as per specification)	Optional
Quiet zone	Within and around the address block	Within and around the address block
Address fonts and types	Some requirements apply	Any, as long as human readable
Flexibility and firmness	Must be flexible	May be flexible or rigid
Enclosures	Must meet certain requirements	Any (except non-mailable matter)
Machine readability target	95%	Not applicable
Oversize Items		
Shape	Rectangular or square	Any, including odd shapes
Address orientation	Horizontal or vertical orientation	Horizontal or vertical orientation
Paper	Some requirements apply, even though coating is acceptable	Any stock/coating
Graphics/colours	Any	Any
Sealing	Must be sealed (envelopes/wrapper)	Optional
Quiet zone	Within and around the address block	Within and around the address block
Address fonts and types	Some requirements apply	Any, as long as human readable
Flexibility and firmness	May be flexible or rigid	May be flexible or rigid
Enclosures	Must meet certain requirements	Any (except non-mailable matter)
Machine readability target	85%	Not applicable

Ensure each item, including any sample(s), is mailable and consider the following:

1. If the publication contains a scented item, it must be sealed in such a manner that prevents the scent from escaping. Similarly, liquids and powders must be packaged appropriately. A scented item produced using micro-encapsulated scent infused ink/lacquers does not need to be sealed provided the scented area is covered or contained within the mailed item.
2. If it contains a common allergen item such as peanuts, sesame seeds, tree nuts (e.g. almonds, walnuts) or eggs, it must be packaged and labelled to minimize the potential for allergic reactions.

Visit [“ABCs of Mailing”](#) and [“Non-mailable Matter”](#) in the *Canada Postal Guide* for more information.

3.3 Format

Publications Mail requirements include the identifying information, location and printing of destination addresses and the use of markings.

3.3.1 BASIC IDENTIFYING INFORMATION (PM NUMBER)

The Publications Mail (PM) Agreement number is required for proof of payment, processing, and for undeliverable Publications Mail items. The PM number must be clearly visible, in minimum 6-point font, and located as follows:

- on the front or back cover, or spine if perfect bound; or
- on the address label or address carrier; or
- in the postage zone.

3.4 Enclosures and attachments

The Publications Mail item including all enclosures and wrapping must not exceed the maximum size and weight requirements. Enclosures are either included in the price of a publication, or priced separately.

ENCLOSURES INCLUDED IN THE PRICE OF THE PUBLICATION

The following may be enclosed with, or attached to, an item of Publications Mail without payment of additional postage, other than for the additional weight of the enclosure (if applicable):

- Samples that are bound or affixed to pages within the publication
- Repositionable notes adhered to the publication or its enclosures
- Business Reply Mail™ item (card or envelope)
- Catalogues
- Double issues, back issues and ride-along copies originating from the same mail owner
- Publications Mail items belonging to the same mail owner.
- Any of the following items:
 - Non-personalized flyers, advertising brochure, advertorial and magalogues
 - Booklet related to the content of the publication
 - Calendars containing editorial and/or advertising
 - Reports (excluding annual or financial reports) related to the content of the publication
 - Renewal notices
 - Surveys related to the content of the publication.

CO-MINGLING

Publications Mail items may be co-mingled (co-mailed) provided:

- the mail owner is the same
- the indicia or PM number is identical on all mail items
- items within a given mailing can have different sizes, weights and thicknesses provided the items remain within the same weight category (see weighted average weight calculation in the “Creating” module, [Section 2.2.1 Weighted average weight](#))
- items within a mailing can have different creative and if used, return addresses.

Two co-mingling options are available:

- the Publications Mail items can be packaged together within the same wrapper/envelope (co-packaging). No additional fee will apply other than for the additional weight of each enclosure; or
- the Publications Mail items (from various mailing lists) can be combined, sorted, bundled and containerized together as one mailing.

ENCLOSURES PRICED SEPARATELY FROM THE PUBLICATION

Lettermail or Personalized Mail:	<p>If an item or any of its components does not meet the requirements of Publications Mail but meets the requirements of Lettermail or Personalized Mail, it may be enclosed within a Publications Mail item but in such cases, the combined applicable postage of Lettermail or Personalized Mail and Publications Mail will apply. Customers must meet the following requirements when items are co-packaged:</p> <ul style="list-style-type: none"> • the co-packaged items must bear the applicable Postal Indicia; the indicia must not be visible on the outside of the Publications Mail item. • a separate <i>Order (Statement of Mailing)</i> must be completed using the Electronic Shipping Tool (EST) for the enclosed Lettermail or Personalized Mail items as if they were mailed separately. • the co-packaged option must be selected on the Publication Mail <i>Order (Statement of Mailing)</i>. • the co-packaged item in the Publications Mail piece (Co-packaged enclosure in Publications Mail) option must be selected on the <i>Order (Statement of Mailing)</i> • Publications Mail delivery standards apply.
Co-packaged Publications Mail	<p>Publications Mail items from different mail owners can be co-packaged but must be paid for separately.</p> <ul style="list-style-type: none"> • a separate <i>Order (Statement of Mailing)</i> must be completed using the Electronic Shipping Tool (EST) for the enclosed publication • the co-packaged option must be selected on the Publications Mail <i>Order (Statement of Mailing)</i>.

NOTE: Canada Post cannot guarantee uPM fees (when applicable) will be charged to intended Publications Mail number if multiple Publications Mail numbers are visible.

For further information, visit the “Designing” module at canadapost.ca/pmguides.

PREPARING

4 MAIL PRESORTATION AND PREPARATION

Proper mail preparation is important to ensure that Publications Mail items are processed and delivered efficiently. Adjustments and/or surcharges may be applied to improperly prepared mailings. The customer remains responsible to meet all applicable requirements. See the “Paying and Terms” module, *General Terms and Conditions*, Section 5 “Criteria for Qualification”.

Mail presortation is the process of placing items in an address-based order, grouping and containerizing the items based on a common destination. Mail presortation is required for Special Handling items only.

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

The following reference table provides a summary of the key requirements when preparing your mailing.

	MACHINEABLE MAIL REQUIREMENTS	SPECIAL HANDLING REQUIREMENTS	DELIVERY FACILITY PRESORT REQUIREMENTS
	STANDARD AND OVERSIZE	STANDARD AND OVERSIZE	STANDARD AND OVERSIZE
Presortation software	Not applicable	Mandatory	Optional
Delivery Mode Code	Not applicable	Current version required	Not applicable
Grouping levels	Not applicable	DMD, DF, DCF, FCP and Residue	DF, DCF, FCP and Residue
Minimum number of items per grouping	Not applicable	6	6
Separation of groupings	Not applicable	As per the presortation software (Bundling, separator cards or edgemarking)	Bundling
Labelling groupings	Not applicable	DF, DCF, FCP and Residue (Optional Endorsement Line [OEL] is also available)	DF, DCF, FCP and Residue
Container levels	Not applicable	DF, City, DCF, FCP and Residue	DF, City, DCF, FCP and Residue
Container type	Standard: letterflatiners (LFTs) Oversize: flats tubs	Standard: letterflatiners (LFTs) Oversize: flats tubs	Standard: letterflatiners (LFTs) Oversize: flats tubs
	(In the event lids are not available, we recommend cardboard separators be used between each level to minimize the risk of damage to your mail item)		
Placing bundles in containers	Not applicable	As per presortation software	Mandatory
Labelling containers	Mandatory (Unless containers are in a shipping unit and the shipping unit is clearly labelled [2D barcoded labels are optional].)	Mandatory 2D barcoded labels	Mandatory (2D barcoded labels are optional)
Shipping unit levels	Not applicable	DF, City, DCF, FCP and Residue	DF, City, DCF, FCP and Residue
Labelling shipping units	Mandatory	Mandatory	Mandatory

BUNDLES OF UNADDRESSED COPIES

- may be included on the same *Order (Statement of Mailing)* as Machineable Mail, Special Handling or Delivery Facility Presort
- no minimum volume is required
- presortation is not required
- must bear the notation “DIRECT BUNDLE TO THIS ADDRESS” on or near the address label (otherwise the Bundles of Unaddressed Copies will not be accepted)
- must be segregated from individually addressed copies when deposited in order to expedite processing
- two or more back issues of a publication may be sent as a Bundle of Unaddressed Copies.

For further information, visit the “Preparing” module at canadapost.ca/pmguides.

CREATING AN ORDER

5 CREATING AN ORDER (STATEMENT OF MAILING)

An *Order (Statement of Mailing)* must be properly completed and transmitted electronically using the Electronic Shipping Tools (EST). Non-transmitted *Orders (Statements of Mailing)* may be subject to a surcharge. For information on surcharges, visit the “Pricing” module at canadapost.ca/pmguides.

NOTE: Delivery standards are calculated from the day of deposit (day 0) plus the number of business days required for delivery. The number of days excludes the day of mailing, weekends and statutory holidays. Weekend and statutory holiday deposits are considered deposited on the following business day.

5.1 Electronic Shipping Tools (EST)

Customers have the option of using either the EST Online version or the EST 2.0 version.

The EST software is free of charge and can be accessed online or downloaded (EST 2.0) through the Canada Post website at canadapost.ca/newuser. For technical enquiries, customers can call the Technical Help Line at 1-800-277-4799.

The following reference table provides a summary of the key requirements when creating an order.

	MACHINEABLE MAIL REQUIREMENTS	SPECIAL HANDLING REQUIREMENTS	DELIVERY FACILITY PRESORT REQUIREMENTS
Mailing Plan Import File	Optional	Mandatory	Not applicable
Electronic Shipping Tools (EST)	Mandatory	Mandatory	Optional
Minimum volume per deposit	500 items (Phantom pricing will apply)	1,000 items (Phantom pricing will apply)	50 items - National No minimum - Regional and/or Local Rural (Phantom pricing at the Delivery Facility Presort National price will apply)
Sample of mail item at time of deposit	Mandatory	Mandatory	Mandatory
Address Accuracy	Mandatory for over 5,000 items	Mandatory for over 5,000 items	Mandatory for over 5,000 items
Order (Statement of Mailing)	May be included on the same <i>Order</i> as Special Handling mail items	May be included on the same <i>Order</i> as Machineable Mail items	Cannot be included on the same <i>Order</i> as Machineable Mail or Special Handling mail items.

NOTE: To confirm that the items meet Canada Post’s specifications for Publications Mail, one representative sample of each item, including all enclosures, attachments and wrappings, identical to the item being mailed must be provided for each variation (weight, size, content). To verify the mailing is compliant prior to depositing, refer to our “[Self-Assessment Tool](#)” for Standard Machineable mail items or contact a Commercial Service Network (CSN) Representative at 1-866-757-5480.

For further information, visit the “Creating an Order” module at canadapost.ca/pmguides.

DEPOSITING

6 DEPOSITING THE MAILING

Publications Mail items must be deposited in accordance with the requirements set out in the Agreement and its supporting documentation. If Publications Mail items are deposited under a particular preparation option (Machineable Mail, Special Handling and Delivery Facility Presort) and do not meet the requirements for that option, the customer may choose:

- to pay a surcharge, if applicable
- to re-work the mailing so as to meet the requirement
- to have the mail processed using another option, if the items qualify, or
- to use another appropriate Canada Post service.

6.1 At the Time of Deposit

Each Publications 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)*
- sample(s) of the item, including all enclosures, attachments and wrapping, identical to the item being mailed. Each deposit of Special Handling mail must include the exportable file of Mailing Plans generated and imported into the EST.

NOTE: The Mailing Details may be required if requested by Canada Post.

6.2 Where to deposit

All items must be deposited with an authorized representative at the deposit location selected on the *Order (Statement of Mailing)*. Items cannot be deposited into street letter boxes or other mail receptacles.

Machineable Mail must be deposited at a Receipt Verification Unit (RVU).

Daily maximum volumes of **Special Handling** and **Delivery Facility Presort** mail apply 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	N/A
	(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 letterflainers (LFTs) (40 letterflainers with lids) or 24 flats tubs.

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 deposit location cut-off times.

NOTE: Items deposited after the deposit location cut-off times are considered as being deposited on the next business day.

For further information, visit the “Depositing” module at canadapost.ca/pmguides.

PAYING AND TERMS

7 PAYMENT TERMS AND TERMS AND CONDITIONS

Various payment method options are acceptable to Canada Post however, not all options are available to all customers and not all options are accepted at all Canada Post facilities. Refer to the Payment Terms for complete details.

Canada Post will provide, and the Customer will use, mail products and services specified in the Terms and Conditions for customers with a "Standing Offer Agreement" Refer to the Terms and Conditions.

PAYMENT TERMS	TERMS AND CONDITIONS
Paying For Your Mailing	With a "Standing Offer Agreement"