

The requirements outlined below are the mandatory specifications that must be met in order to access the machineable mail option to avoid mail delays or surcharges.

**NOTE:** Imperial measures are provided for convenience only.

	DIMENSIONS	LENGTH	WIDTH	THICKNESS	ASPECT RATIO (LENGTH/WIDTH)	WEIGHT
Standard	Minimum	140 mm (5.6 in.)	90 mm (3.6 in.)	0.18 mm (0.007 in.)	1.3	2 g (0.07 oz.)
	Maximum	245 mm (9.6 in.)	156 mm (6.1 in.)	5 mm (0.2 in.)	2.6	50 g (1.76 oz.)

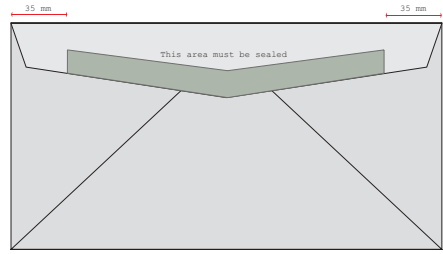
\* Square Envelopes are acceptable - min. 140 mm x 140 mm x 0.18 mm and max. 156 mm x 156 mm x 5 mm

PASS	FAIL	PASS	FAIL	PASS	FAIL	PASS	FAIL	PASS	FAIL
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

		PASS	FAIL	N/A				
<b>MACHINEABILITY</b>	<b>Shape</b>	Rectangular cards and self-mailers. Envelopes that do not meet the square dimensions must be rectangular.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<b>Material</b>	<ul style="list-style-type: none"> <li>Must be paper; items cannot be made of plastic or wrapped in plastic.</li> <li>Minimum paper weight for:                             <ul style="list-style-type: none"> <li>▶ <b>envelope:</b> 75 gsm (approx. 20 lb.)</li> <li>▶ <b>folded self-mailer:</b> 90 gsm (approx. 60 lb. text)</li> <li>▶ <b>card and postcard:</b> 160 gsm (approx. 60 lb. cover)</li> </ul> </li> <li>Must be sufficiently flexible to bend; items cannot be rigid.</li> </ul>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<b>Enclosures</b>	<ul style="list-style-type: none"> <li>Any paper enclosure is acceptable.</li> <li>Flexible magnets, CD/DVD, single coin, key tags and plastic cards are acceptable when firmly attached.</li> <li>Liquids, powders and gels are unacceptable unless tested and approved by Canada Post prior to deposit.</li> </ul>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<b>Sealing</b>	<ul style="list-style-type: none"> <li><b>Envelopes</b> must be closed and sealed with adhesive, with no more than 35 mm of the flap unsealed on each end. To prevent envelopes from sticking together, do not apply a surplus amount of adhesive. They must not be sealed with staples, clasps or other similar devices.</li> <li><b>Folded self-mailers:</b> (See reverse side for illustrated examples.)</li> </ul>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		<table border="1"> <thead> <tr> <th>Single sheet self-mailers</th> <th>Multiple sheet self-mailers</th> </tr> </thead> <tbody> <tr> <td> <ul style="list-style-type: none"> <li>Are formed by a single sheet of paper, folded once or multiple times into panels.</li> <li>Must have the fold or continuous seal along the bottom edge plus a clip/spot seal on top.</li> </ul> </td> <td> <ul style="list-style-type: none"> <li>Contain multiple sheets of paper, folded once or multiple times into panels and are bound / stitched together.</li> <li>Must have the fold or continuous seal along the bottom edge and either:                                     <ul style="list-style-type: none"> <li>▶ a clip/spot seal on top and leading edge; or</li> <li>▶ two clip/spot seals on the leading edge.</li> </ul> </li> </ul> </td> </tr> </tbody> </table>		Single sheet self-mailers	Multiple sheet self-mailers	<ul style="list-style-type: none"> <li>Are formed by a single sheet of paper, folded once or multiple times into panels.</li> <li>Must have the fold or continuous seal along the bottom edge plus a clip/spot seal on top.</li> </ul>	<ul style="list-style-type: none"> <li>Contain multiple sheets of paper, folded once or multiple times into panels and are bound / stitched together.</li> <li>Must have the fold or continuous seal along the bottom edge and either:                                     <ul style="list-style-type: none"> <li>▶ a clip/spot seal on top and leading edge; or</li> <li>▶ two clip/spot seals on the leading edge.</li> </ul> </li> </ul>	<input type="checkbox"/>
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<b>Creative Features</b>	Items with the following features must be tested and approved by Canada Post prior to deposit: <ul style="list-style-type: none"> <li>alternative sealing locations</li> <li>zipper seals / perforations on the exterior items</li> <li>non-paper enclosures within a self-mailer</li> <li>tip-on placed on a card</li> </ul> square self-mailers and cards die-cuts placed along the top, leading or trailing edge decorative and creative font.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
		Once tested and approved, the service ticket # must be written on the <i>Order (Statement of Mailing)</i> at the time of deposit.						
<b>READABILITY</b>	<b>Addressing</b>	Each item must bear a complete address which includes an individual, company or non-personalized descriptor (e.g., "OCCUPANT"), a street address, municipality, province and a valid Postal Code <sup>OM</sup> . <ul style="list-style-type: none"> <li><b>Address zone</b> Whether vertically or horizontally oriented, the complete address must appear inside the following area:                             <ul style="list-style-type: none"> <li>▶ 35 mm from the top</li> <li>▶ 10 mm from the bottom, left and right edges</li> </ul>                             Address labels and windows must be within the address zone.                         </li> <li><b>Quiet zone</b> <ul style="list-style-type: none"> <li>▶ Around the address block, leave at least 5 mm clear of printing and dark colours.</li> <li>▶ For window envelopes, ensure that the entire address remains fully visible through the window, even if the enclosure shifts within the envelope.</li> </ul> </li> </ul>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<b>Postage zone</b>	<ul style="list-style-type: none"> <li>The top-right area is reserved for postage, measuring a width of 74 mm and a height of 35 mm (100 mm width for postage meters).</li> <li>The indicia must be placed on the same side as the destination address (the front).</li> <li>If the indicia is placed outside the postage zone it must be located above and to the right of the address.</li> </ul>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<b>Return address zone</b>	<ul style="list-style-type: none"> <li>The preferred location is on the front of the item above the address zone (35 mm from the top).</li> <li>Must be the same orientation as the destination address.</li> <li>A minimum separation of 15 mm is required between the bottom of the return address and the top of the destination address.</li> </ul>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<b>Fonts</b>	Human readable commercially available fonts where the font characters are well defined and: <ul style="list-style-type: none"> <li>▶ Do not overlap to the line above or below</li> <li>▶ Do not contain text effects (i.e. shadow, emboss, etc.)</li> <li>▶ Do not contain random heights within characters</li> <li>▶ Are not calligraphy style fonts (i.e. <i>The quick brown fox jumps over the lazy dog</i>).</li> <li>▶ Good contrast between address and background. Fonts must be a dark colour (preferably black) on a white or light coloured background.</li> </ul>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>NOTE:</b> N/A = not assessed due to missing information or the inability to confirm pass or fail based on the information known at the time of assessment.								

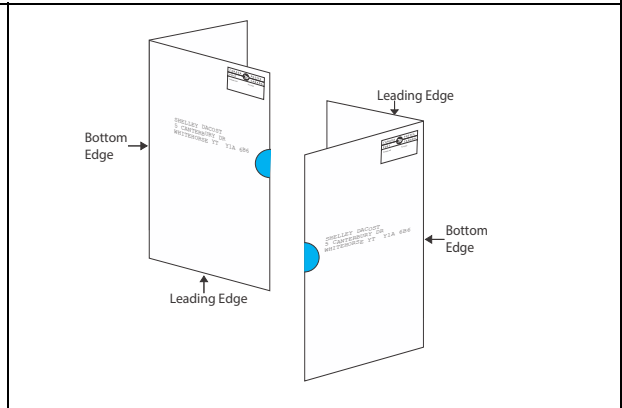
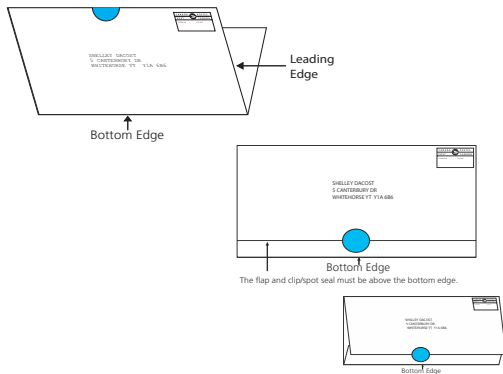
**ACCEPTABLE SEALING LOCATION - STANDARD**

**Envelope**

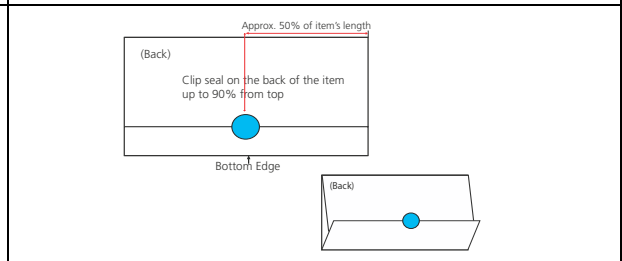
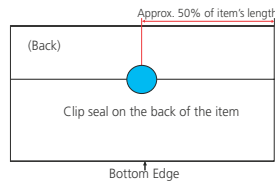


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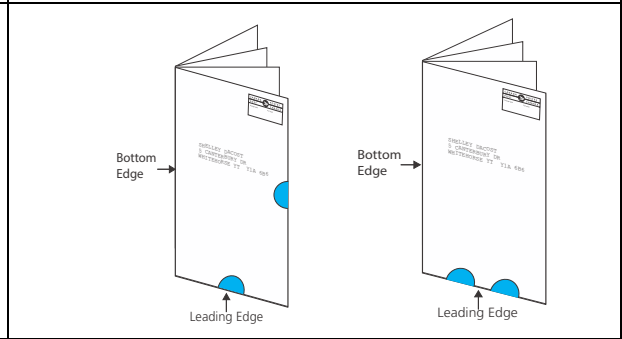
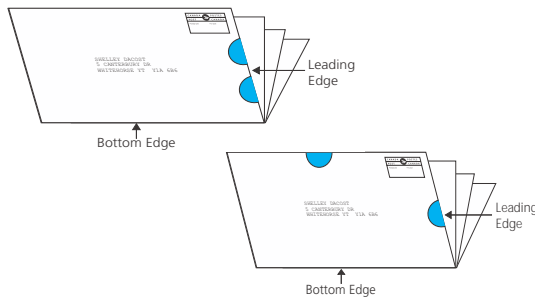
**Single sheet self-mailer**



**Single sheet (flaps folded on non-address side)**

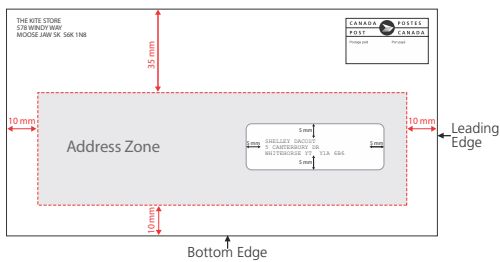


**Multiple sheet self-mailer**



**ADDRESS ZONE**

**HORIZONTAL ORIENTATION**



**VERTICAL ORIENTATION**

