

Designing



Machineable Mail

IMPORTANT UPDATES

DESCRIPTION OF CHANGE		LOCATION
Amendment v1.0	Posted on November 18, 2016	Effective on January 16, 2017
Added definitions for self-mailers (single-sheet and multiple-sheet).		Mandatory Requirements - Standard
Added a list of tested and approved "script" fonts		Section 5 "Addressing"

Changes and enhancements introduced in 2016:

DESCRIPTION OF CHANGE		LOCATION
Revision v1.3	Posted on September 1, 2016	Effective on September 1, 2016
Added additional self-mailer graphics. Note that the graphics in this document are used for illustration only and are not exhaustive.		Acceptable Sealing Location - Standard
Revision v1.2	Posted on June 20, 2016	Effective on June 20, 2016
Added a link to our new "How to video" library.		Introduction and Understanding Machine Processing
Revision v1.1	Posted on May 30, 2016	Effective on May 30, 2016
Added creative features to the "Mandatory Requirements" section (Standard and Oversize) when tested prior to deposit.		Mandatory Requirements - Standard and Mandatory Requirements - Oversize
Updated "Assessing Your Mail Before Mailing" to clarify customer requirements when submitting samples for testing.		Section 11 "Assess Your Mail Items Before Mailing"

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, 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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DESIGNING

The “Designing” module provides all the detailed information needed when designing and creating your machineable mail item. This section includes mandatory requirements such as address placement, postage zone, sealing, dimensions and weight to ensure that we can process your mail items with our automated equipment to avoid delays and surcharges. The machineable mail section also includes best practices for optimal processing.

INTRODUCTION

The Machineable Mail section of the “Designing” module has been developed to help mailers and their suppliers create mail items (Standard or Oversize) that can be processed by Canada Post’s automated equipment to ensure your mail is processed efficiently and without delay.

This guide consists of the following sections:

General Design Requirements - Must be met in order to use the service.

Mandatory Requirements (Standard or Oversize) - All requirements in this section must be met in order to access the machineable mail option and avoid surcharges. To help you become more familiar with our services and tools, you can view our “How to videos” at canadapost.ca/howtovideos.

Best Practices for Optimal Processing (Standard or Oversize) - Specifications in this section are recommended for optimal performance in our machines. Follow these standards to ensure that your mail can be efficiently processed by Canada Post’s automated equipment.

Please note that the graphics in this document are used for illustration only and are not exhaustive.

GENERAL DESIGN REQUIREMENTS

1 MARKINGS

Customers may use the “Delivered by” logo on items delivered by Canada Post with the prior written consent of the Director, Marketing and Brand or her/his designate. They can be contacted at info.brand@canadapost.ca. Visit canadapost.ca/logo for available artwork.

Customers may use Canada Post postal indicia on items delivered by Canada Post without prior authorization. See canadapost.ca/indicia for the requirements, artwork and the specifications.

Any unauthorized use is an offence under the Canada Post Corporation Act and Regulations as well as being an infringement of Canada Post’s trade-marks and official marks.

Note that an item will be considered non-mailable matter if, on the outside, it is marked or labelled with any of the following that were not provided or authorized by Canada Post:

- certain markings that could be confused with Canada Post’s designators, services, or indicia. These must not be used. Some examples include:
 - any design likely to be mistaken for a postage stamp, meter impression, service label or any other mark suggesting that postage has been paid
 - any label or endorsement implying that it will be given special handling, delivered faster, such as Priority Mail, Express Mail, or be provided with any service that has not been purchased by the customer. (However, customers may include labels on items that are directed to the addressee as an instruction that is clearly related only to the enclosure and would not otherwise result in the item being non-mailable matter. Examples of acceptable wording include “URGENT”, “RUSH” and “IMPORTANT COMMUNICATION ENCLOSED”), and
 - any facsimile of any label, endorsement or marking used by Canada Post that might cause confusion so as to affect its handling, e.g., confusion as to the service the customer has paid for.

It is the customer’s obligation to obtain approval for any proposed endorsement or other markings from Canada Post prior to printing.

1.1 Non-mailable matter

Generally, non-mailable matter means any mail that:

- is prohibited by law (e.g., illegal, obscene, fraudulent)
- is non-mailable due to the fact that it fails to meet certain physical characteristics or marking requirements
- contains products or substances that could:
 - cause injury to those handling the mail
 - cause damage to postal equipment or other items
 - cause entrapment of other items
- contains sexually explicit material unless it is sent in an opaque envelope with the words “ADULT MATERIAL” or similar wording. Solicited Publications Mail items only require opaque wrapping.

NOTE: Sexually explicit material is defined as images or representations of nudity that are suggestive of sexual activity; images or representations of sexual intercourse, with no context suggesting violence or degradation; or written text that describes sexual acts in a way that is more than purely technical, with no context suggesting violence or degradation.

Any item bearing a modified postage stamp in contravention of Section 52, or bearing a word or mark in contravention of Section 58 of the [Canada Post Corporation Act and Regulations](#) is also non-mailable matter.

Dangerous substances or articles prohibited by law are not acceptable.

It is the customer's obligation to ensure an item does not constitute non-mailable matter (further to Canada Post's Non mailable Matter Regulations) and is otherwise acceptable for mailing.

For information on unacceptable items, please refer to the [Non-mailable Matter](#) section of the *Canada Postal Guide*.

1.1.1 SOLICITATIONS BY MAIL

Solicitations (offers) having the general appearance of a bill, invoice, or statement of account where there is no obligation to make a payment in relation to the offer unless accepted, must adhere to the regulatory obligations detailing wording and format requirements. For the official requirements of the Solicitations by Mail Regulations made under the Canada Post Corporation Act, go to http://lois-laws.justice.gc.ca/eng/regulations/C.R.C.,_c._1295.

UNDERSTANDING MACHINE PROCESSING

In order to successfully process your mail through our sorting equipment, the mail item must be machineable and readable.

Our **machineability** requirements ensure that your mail items can efficiently travel through Canada Post's automated equipment. These requirements include size and weight, aspect ratio as well as elements of the mail item's construction (such as its strength, flexibility and sealing). To help you become more familiar with our services and tools, you can view our “How to videos” at canadapost.ca/howtovideos.

Our **readability** requirements ensure that Canada Post's automated equipment can find and read the address on each of your mail items. These requirements include the location and printing of addresses, postage and quiet zones.

Canada Post automated equipment must be able to read at least 95% of the addresses on Standard mail items and 85% of the addresses on Oversize mail items in any given mailing. If the mailing does not meet this expectation, Canada Post may request future mail items to be redesigned.

NOTE: Markings on your mail item may occur during processing in our automated equipment.

Canada Post offers free evaluation services that will assess the machineability and readability of your mail items. See [Section 11](#) for more information.

MANDATORY REQUIREMENTS - STANDARD

SIZE / ITEM		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.)	1.3:1	2 g (0.07 oz.)
	Maximum	245 mm (9.6 in.)	156 mm (6.1 in.)	5 mm (0.2 in.)	2.6:1	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.

MACHINEABILITY	Shape	Rectangular cards and self-mailers. Envelopes that do not meet the square dimensions must be rectangular.					
	Material	<ul style="list-style-type: none">• Must be paper; items cannot be made of plastic or wrapped in plastic.• Minimum paper weight for:<ul style="list-style-type: none">▸ envelope: 75 gm² (approx. 20 lb.)▸ folded self-mailer: 90 gm² (approx. 60 lb. text)▸ card and postcard: 160 gm² (approx. 60 lb. cover)• Must be sufficiently flexible to bend; items cannot be rigid.					
	Enclosures	<ul style="list-style-type: none">• Any paper enclosure is acceptable.• Flexible magnets, CD/DVD, single coin, key tags and plastic cards are acceptable when firmly attached.• Liquids, powders and gels are unacceptable unless tested and approved by Canada Post prior to deposit.					
	Sealing	<ul style="list-style-type: none">• Envelopes must be closed and completely sealed with adhesive. 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.• Folded self-mailers: (See reverse side for illustrated examples.) <table><tr><th>Single-sheet self-mailers</th><th>Multiple-sheet self-mailers</th></tr><tr><td><ul style="list-style-type: none">• Are formed by a single sheet of paper, folded once or multiple times into panels.• Must have the fold or continuous seal along the bottom edge plus a clip/spot seal on top.</td><td><ul style="list-style-type: none">• Contain multiple sheets of paper, folded once or multiple times into panels and are bound / stitched together.• Must have the fold or continuous seal along the bottom edge and either:<ul style="list-style-type: none">▸ a clip/spot seal on top and leading edge; or▸ two clip/spot seals on the leading edge.</td></tr></table>		Single-sheet self-mailers	Multiple-sheet self-mailers	<ul style="list-style-type: none">• Are formed by a single sheet of paper, folded once or multiple times into panels.• Must have the fold or continuous seal along the bottom edge plus a clip/spot seal on top.	<ul style="list-style-type: none">• Contain multiple sheets of paper, folded once or multiple times into panels and are bound / stitched together.• Must have the fold or continuous seal along the bottom edge and either:<ul style="list-style-type: none">▸ a clip/spot seal on top and leading edge; or▸ two clip/spot seals on the leading edge.
	Single-sheet self-mailers	Multiple-sheet self-mailers					
<ul style="list-style-type: none">• Are formed by a single sheet of paper, folded once or multiple times into panels.• Must have the fold or continuous seal along the bottom edge plus a clip/spot seal on top.	<ul style="list-style-type: none">• Contain multiple sheets of paper, folded once or multiple times into panels and are bound / stitched together.• Must have the fold or continuous seal along the bottom edge and either:<ul style="list-style-type: none">▸ a clip/spot seal on top and leading edge; or▸ two clip/spot seals on the leading edge.						
Creative Features	<p>Items with the following features must be tested and approved by Canada Post prior to deposit:</p> <ul style="list-style-type: none">• alternative tab / sealing locations• zipper seals / perforations on the exterior items• non-paper enclosures within a self-mailer• tip-on placed on a card• square self-mailers• die-cuts placed along the top, leading or trailing edge. <p>Once tested and approved, the service ticket # must be written on the <i>Order (Statement of Mailing)</i> at the time of deposit.</p>						
READABILITY	Addressing	<p>Each item must be addressed to a specific individual or company name or to a non-personalized descriptor, including “OCCUPANT” or similar wording. Each item must include the complete mailing address, including the valid Postal Code^{OM} for that address.</p> <ul style="list-style-type: none">• Address zone Whether vertically or horizontally oriented, the complete address (see Addressing Guidelines at canadapost.ca/addressing) must appear inside the following area:<ul style="list-style-type: none">▸ 35 mm from the top▸ 10 mm from the bottom, left and right edges <p>Address labels and windows must be within the address zone.</p> <ul style="list-style-type: none">• Quiet zone<ul style="list-style-type: none">▸ Around the address block, leave at least 5 mm clear of printing and dark colours.▸ For window envelopes, ensure that the entire address remains fully visible through the window, even if the enclosure shifts within the envelope.					
	Postage zone	<ul style="list-style-type: none">• 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).• The indicia must be placed on the same side as the destination address (the front).• If the indicia is placed outside the postage zone it must be located above and to the right of the address.					
	Return address zone	<ul style="list-style-type: none">• The preferred location is on the front of the item above the address zone (35 mm from the top).• Must be the same orientation as the destination address.• A minimum vertical separation of 15 mm is required between the bottom of the return address and the top of the destination address.					
	Fonts	<p>Human readable commercially available fonts where the font characters are well defined and:</p> <ul style="list-style-type: none">▸ Do not overlap to the line above or below▸ Do not contain text effects (i.e. shadow, emboss, etc.)▸ Do not contain random heights within characters▸ Are not calligraphy style fonts (i.e. The quick brown fox jumps over the lazy dog).▸ Good contrast between address and background. Fonts must be a dark colour (preferably black).					

NOTE: Failure to meet these mandatory requirements may result in mail delays or surcharges. Not all creative designs and sealing options are mentioned above, assessment of your physical mail item is recommended.

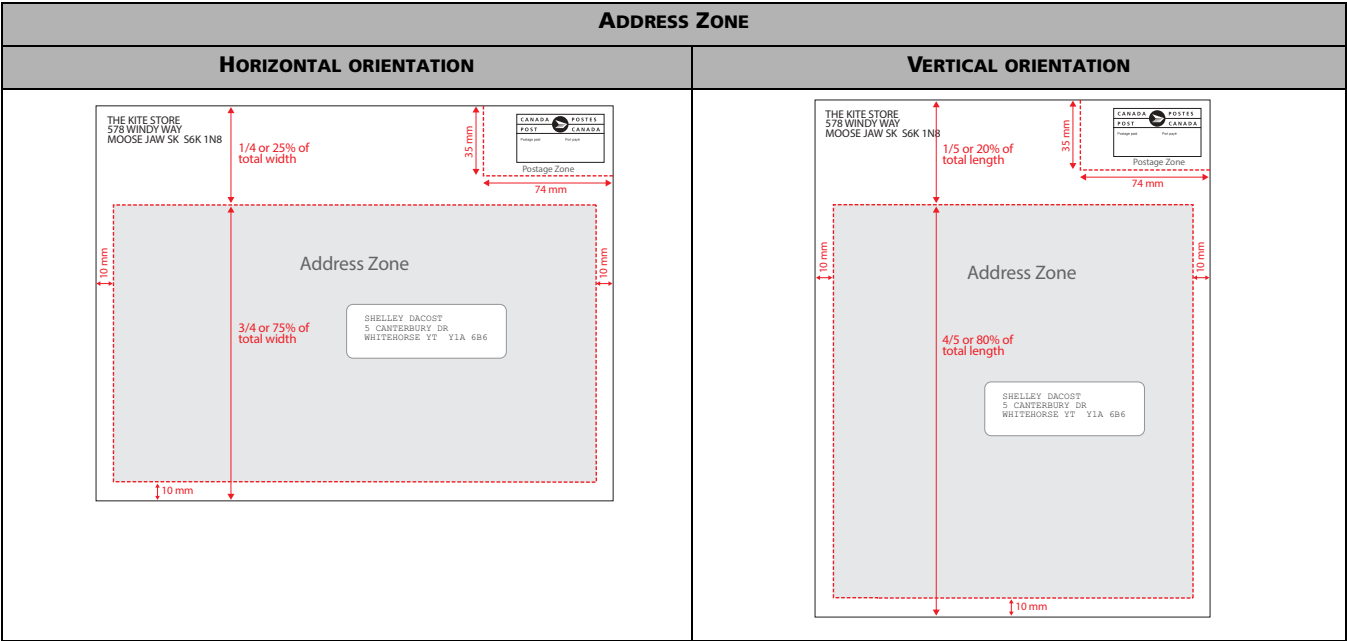
ACCEPTABLE SEALING LOCATION - STANDARD	
Single sheet self-mailer	
Single sheet (flaps folded on non-address side)	
Multiple sheet self-mailer	
ADDRESS ZONE	
HORIZONTAL ORIENTATION	VERTICAL ORIENTATION

MANDATORY REQUIREMENTS - OVERSIZE

Size / Item		Length	Width	Thickness	Weight
Oversize	Minimum	140 mm (5.6 in.)	90 mm (3.6 in.)	0.5 mm (0.02 in.)	10 g (0.4 oz.)
	Maximum	380 mm (14.9 in.)	270 mm (10.6 in.)	20 mm (0.8 in.)	500 g (17.6 oz.)

MACHINEABILITY	Shape	Must be rectangular or square.
	Material	<ul style="list-style-type: none"> Must be paper or plastic Minimum paper weight for: <ul style="list-style-type: none"> envelope: 90 gm² (approx. 24 lb.) folded self-mailer: 90 gm² (approx. 24 lb. cover) card and postcard: 90 gm² (approx. 24 lb. cover) Minimum plastic requirements (wrapper): <ul style="list-style-type: none"> covered with transparent or opaque material (max. haze of 75%, 159 gloss unit or less) must be at least 0.03 mm thick and be low-slip coated Items can be packaged in material either flexible or rigid Items must remain horizontal when held by the edge in one hand (optional for Other Lettermail) Unwrapped item cover pages are strong enough to withstand machine processing without damage (at least twice as thick as the inside pages).
	Enclosures	<ul style="list-style-type: none"> Any paper enclosure is acceptable. Flexible magnets, CD/DVD, single coin, key tags and plastic cards are acceptable when firmly attached. Liquids, powders and gels are unacceptable unless tested and approved by Canada Post prior to deposit. Enclosures within a wrapper/envelope, must closely fit the outer wrapper/envelope.
	Sealing	<ul style="list-style-type: none"> Envelopes and wrapped items must be closed and completely sealed with adhesive. To prevent items from sticking together, do not apply a surplus amount of adhesive. They must not be sealed with staples, clasps or other similar devices.
READABILITY	Creative Features	<p>Items with the following features must be tested and approved by Canada Post prior to deposit:</p> <ul style="list-style-type: none"> alternative tab / sealing locations zipper seals / perforations on the exterior items non-paper enclosures within a self-mailer tip-on placed on a card square self-mailers die-cuts placed along the top, leading or trailing edge. <p>Once tested and approved, the service ticket # must be written on the <i>Order (Statement of Mailing)</i> at the time of deposit.</p>
	Addressing	<p>Each item must be addressed to a specific individual or company name or to a non-personalized descriptor, including "OCCUPANT" or similar wording. Each item must include the complete mailing address, including the valid Postal Code^{OM} for that address.</p> <ul style="list-style-type: none"> Address zone Whether vertically or horizontally oriented, the complete address (see Addressing Guidelines at canadapost.ca/addressing) must appear inside the following area: <ul style="list-style-type: none"> 10 mm from the bottom, left and right edges; for horizontal address orientation, one-quarter of the items height measured from the top edge down for vertical address orientation, one-fifth of the items length measured from the edge above the address down. <p>Address labels and windows must be within the address zone.</p> <ul style="list-style-type: none"> Quiet zone <ul style="list-style-type: none"> Clear of printing and dark colours, above the top line of the address block, leave at least 6 mm; 10 mm to the left, right and below of the address block. For window envelopes, ensure that the entire address remains fully visible through the window, even if the enclosure shifts within the envelope. <p>For Publications Mail items, the basic identifying information may be placed above the addressing information, as part of the address block, or in the area 35 mm high by 100 mm long in the upper right corner of the mail item.</p>
	Postage zone	<ul style="list-style-type: none"> 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). The indicia must be placed on the same side as the destination address (the front). If the indicia is placed outside the postage zone it must be located above and to the right of the address.
	Return address zone	<ul style="list-style-type: none"> The preferred location is on the front of the item above the address zone (one-quarter [horizontal] / one-fifth [vertical] from the top). Must be the same orientation as the destination address. A minimum vertical separation of 18 mm is required between the bottom of the return address and the top of the destination address.
	Fonts	<p>Human readable commercially available fonts where the font characters are well defined and:</p> <ul style="list-style-type: none"> Do not overlap to the line above or below Do not contain text effects (i.e. shadow, emboss, etc.) Do not contain random heights within characters Are not calligraphy style fonts (i.e. The quick brown fox jumps over the lazy dog). Good contrast between address and background. Fonts must be a dark colour (preferably black).

NOTE: Failure to meet these mandatory requirements may result in mail delays or surcharges. Not all creative designs and sealing options are mentioned above, assessment of your physical mail item is recommended.



BEST PRACTICES FOR OPTIMAL PROCESSING

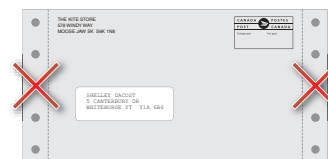
In testing we have found that the following specifications have optimal performance in our machines. Follow these standards to ensure that your mail can be efficiently processed by Canada Post's automated equipment. Machineable mail must meet the size and weight requirements. See **Mandatory Requirements (Standard or Oversize)** for details.

MACHINEABILITY

2 MATERIAL

FLEXIBILITY	
Standard items	Our sorting equipment requires the item to be flexible enough that it can bend around rollers without being damaged or causing damage to the equipment. To ensure optimum flexibility your mail item should bend around a circular surface.
Oversize items	Do not have to bend. They may be packaged in material that is either flexible or rigid, such as paperboard or corrugated cardboard. NOTE: Cardboard boxes may have difficulty entering our mail processing machines. In certain cases, boxes are acceptable if enclosed in an envelope or wrapper that covers their sharp edges enough to enable a smooth entrance into the machines. If you plan to include cardboard boxes in your mail items, we recommend you first have them assessed by a Canada Post representative.

SELF-MAILER CONSTRUCTION	
Because of their unique design and construction, self-mailers have certain specific requirements in addition to those outlined in Section 3 "Enclosures" .	
Pinhole feed strip	<ul style="list-style-type: none"> Pinhole feed strips, which may have been attached to the self-mailer during its production must be removed before mailing.
Tear-off stubs	<ul style="list-style-type: none"> Tear-off stubs may only be located to the left of the destination address.
Perforations	<ul style="list-style-type: none"> Perforations must be produced without punching out any paper. Perforations along tear-off stubs should be slightly displaced from one layer to another so that the perforations do not align with one another. This will increase the bending resistance of the self-mailer.



WINDOW MATERIAL	
If you are using window envelopes, ensure that all windows are covered with transparent material that has:	
<ul style="list-style-type: none"> enough transparency to allow visibility with a maximum haze of 75% uniform clarity no wrinkles, creases or blemishes a gloss reading (on the side facing out) of 159 gloss units or less. 	

PAPER TYPE	
Recommendations: The paper used for the outer covering of the mail item should be:	
<ul style="list-style-type: none"> not overly bright opaque enough to prevent any printing or graphics from showing through the envelope (an opacity of 80% or greater is recommended) smooth, without any raised areas (a measurement of between 30 and 330 Sheffield Smoothness Units (it is recommended to avoid using paper with raised or projected areas) a reflectance between 35% and 96% is recommended clear of dark fibres, background patterns, textures, or watermarks clear of fluorescent ink. 	
For more information, please refer to "Appendix B: Test – Outer Cover Material" .	
NOTE: Optimal card size of 165 mm (length) x 108 mm (width) and paper grain direction long.	

UNWRAPPED ITEMS (OVERSIZE ONLY)	
Recommendations: Oversize items don't always need a wrapper. Open items, such as brochures, catalogues, magazines and newspapers, may be sent without a wrapper provided the following requirements are met:	
<ul style="list-style-type: none"> items are at least 0.5 mm thick and weigh at least 10 g cover pages are strong enough to withstand machine processing (paper at least twice as thick as the inside pages) items are bound along the longest side items are bound so they stay flat and even, without bulges. Binding methods such as staples, glue, or stitches are acceptable, but spring spines are not, since they cause items to bulge if gatefold covers are used, they must be the same width as the mail item, not folded to cover only part of it. 	

3 ENCLOSURES

Enclosures are permitted provided they do not damage postal equipment, other mail, or cause injury to postal employees. For optimum processing, ensure the mail item does not vary in thickness more than 2 mm across its length and width. Enclosures that vary in thickness are acceptable provided the thickness of the thinnest enclosure is no less than half the thickness of the thickest. Non-paper can tear through their envelopes or wrappers during machine processing, to prevent this, give special attention to both the strength of their wrappings and how well the enclosures fit within them.

EXAMPLES OF ACCEPTABLE NON-PAPER ENCLOSURES

Flexible magnets	<p>Magnets are acceptable as enclosures provided they are:</p> <ul style="list-style-type: none"> not so strongly magnetized that they cause envelopes to stick to each other or to the equipment firmly attached to the mail item attached so that the non-magnetized (image) side faces the address side of the envelope.
CD/DVD	<p>A single CD or DVD is acceptable if it is placed inside a pocket within a flexible envelope. It cannot be enclosed in a hard jewel case. The following requirements must also be met:</p> <ul style="list-style-type: none"> the envelope dimensions must be no more than 174 mm x 136 mm and no less than 170 mm x 129 mm the inside pocket must be between 129 mm and 135 mm in width left and right edges of the envelope must be glued (fused) as shown the trailing edge of the envelope must be glued along its entire height. <p>NOTE: Designs that deviate from these requirements must be submitted to Canada Post for approval.</p> <p>CD or DVD envelope requirements</p>
Plastic card	<p>A single plastic card (e.g., credit card) is acceptable provided it is:</p> <ul style="list-style-type: none"> firmly attached to the insert so the card cannot move inside the envelope, and positioned at least 19 mm up from the bottom edge and at least 10 mm from the right edge.
Key tags/Single Coin	<p>Key tags / Single Coin are acceptable as enclosures provided they are:</p> <ul style="list-style-type: none"> firmly attached to the insert with glue or adhesive to prevent any movement positioned within the area comprised between 35 mm and 85 mm up from the bottom edge and 25 mm in from the left and right edges of the envelope; and outside the postage zone. <p>NOTE: Key tags must be made of a flexible material (not metallic). Any window(s) used in envelopes to make the coin visible must be covered.</p>

ADDITIONAL REQUIREMENTS FOR OVERSIZE MAIL ITEMS

In envelopes (window and non-window)	<p>Enclosures that are more than 1.5 mm thick should be no more than 25 mm shorter or narrower than its envelope. If it does not meet these dimensions, secure it to another enclosure that does.</p> <p>If an enclosure must be read through an envelope window but is not secured to the envelope, it could shift position and become unreadable. To prevent this, make sure it is no more than 15 mm smaller than the envelope in either length or width.</p>
In transparent wrappers	<p>The wrapper must not exceed the length or the width of the enclosure by more than 20 mm, or by more than 40 mm in length and 10 mm in width.</p>
In unwrapped items	<p>To confirm that an enclosure is an integral part of your unwrapped mail item a “pinch test” must be performed. Place the middle of the item’s fold (or spine) in the palm of your hand, between your thumb and fingers. Grasp the item tightly, and shake it back and forth (horizontally) with its open end facing downward.</p>

EXAMPLES OF UNACCEPTABLE NON-PAPER ENCLOSURES

- | | | |
|--------------------|------------------------------|----------------------|
| • bottle caps | • sharp objects such as pins | • seeds |
| • keys | • jewellery | • packets of liquid |
| • pencils and pens | • glass | • powdered materials |

4 SEALING

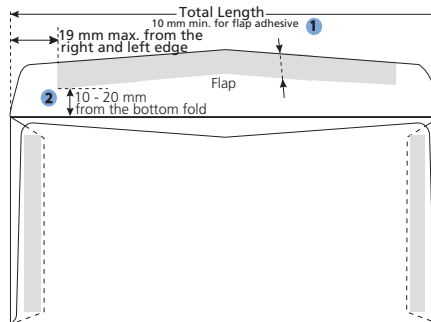
ENVELOPES

Envelopes must be closed and completely sealed with adhesive. To prevent envelopes from sticking together, do not apply a surplus amount of adhesive.

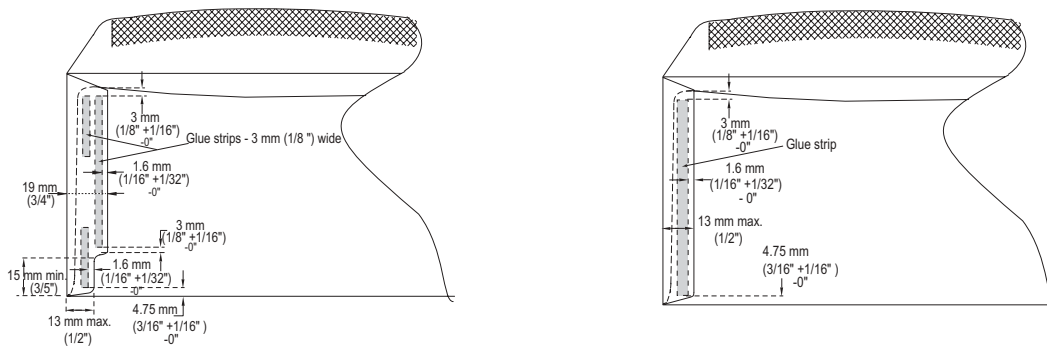
1. Flap adhesive must be wide enough (at least 10 mm) to ensure complete and secure sealing.
2. The portion of the envelope flap without adhesive must be between 10 and 20 mm from the bottom fold and 19 mm from the right and left edges.

Split gumming on envelope flaps is acceptable on items provided the following conditions are met:

- ▶ the gummed sections cover at least 60% of the fold line
- ▶ the tips of pointed flaps must be gummed.



- To ensure smooth processing of your envelopes, we recommend that the back panel of your envelope covers the side flaps.
 - ▶ If your envelopes are constructed in such a way that the back panel is covered by the side flaps, then follow the sealing requirements illustrated.



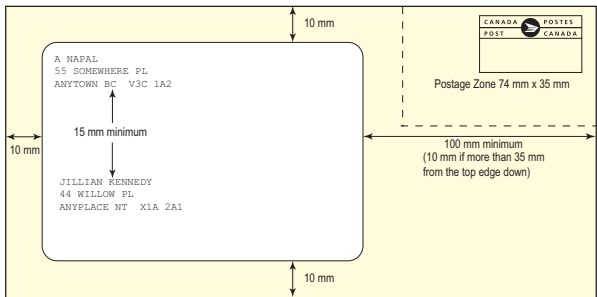
SELF-MAILERS

Single sheet	For optimal processing, clip or spot seal the right and left edges in addition to the top. NOTE: Fold-over self-mailers may have perforations around the edges for opening the item.
Multiple sheet	For optimal processing, continuously seal all four edges, preferably with no gaps larger than 1 mm. If a continuous glue strip is used, it must be applied along the entire length of the shorter panel's top edge. The top and bottom panels must not meet in the middle. NOTE: If you are using a perforated clip seal, test the strength of your perforation by bending it back and forth a minimum of five times. This will ensure your mail item is strong enough to withstand machine processing.

READABILITY

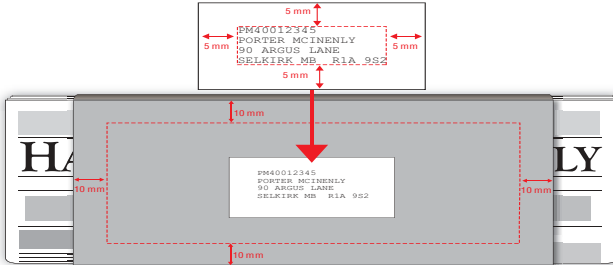

5 ADDRESSING

Canada Post's automated equipment must be able to read at least 95% of the addresses on Standard mail items and 85% of the addresses on Oversize mail items in any given mailing. If the mailing does not meet this expectation, Canada Post may request future mail items to be redesigned.

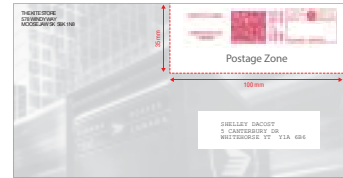
REQUIREMENTS	
Address Block	<p>For optimum readability, use the following guidelines when printing addresses:</p> <ul style="list-style-type: none"> the address block should be left justified (aligned to the left margin) all the characters in the address block should be printed in the same font at the same height. The optimal character height is between 2 mm and 5 mm do NOT use punctuation unless it is part of a proper name, such as in "ST. JOHN's". uppercase is recommended between address lines there should be a minimum space of 0.5 mm and no larger than one blank line when determining the space the municipality, province or territory, and Postal Code^{OM} should always appear on the same line there should be one space between the municipality and province or territory two spaces between the province or territory and Postal Code limit the number of characters in one line to preferably less than 30, but no more than 40. If the last line of the address has more than 40 characters, move the Postal Code to the next (last) line by itself, and align its left margin with the other address lines if the address block is skewed, the angle should be less than five degrees relative to the bottom edge of the mail item. <p>For detailed information on the format, structure, and acceptable abbreviations for destination addresses, please refer to the Addressing Guidelines section of the <i>Canada Postal Guide</i>.</p> <p>Postcards - If used, the dividing line between the address block and graphics/text must be:</p> <ul style="list-style-type: none"> at least 0.5 mm 5 mm to the left of the address.
Acceptable Fonts	<ul style="list-style-type: none"> White font on a black or a dark coloured background is not acceptable. Ensure characters are clear and well-defined. <p>NOTE: The following recommended "Script" fonts have been tested in our automated equipment:</p> <ul style="list-style-type: none"> Bradley Hand Bradley Plain Arphic Pengyokaisho Briem Plain Briem Italic Cafisch Plain Cafisch Italic
Address Labels	<p>If using address labels, ensure that the label is:</p> <ul style="list-style-type: none"> firmly affixed to the item located within the address zone and that the quiet zone around the address is respected white or a light colour.
Window	<p>If you are using windows on your mail item, ensure that all windows are covered with transparent materials. The address window must:</p> <ul style="list-style-type: none"> be located within the address zone be large enough to show all of the destination address even if the enclosure shifts within the envelope. 

REQUIREMENTS	
Auxiliary Window	<p>In addition to the main address window, other (auxiliary) window(s) may appear either on the front or back of the mail item. If the auxiliary window is located on the front of the mail item, it must be:</p> <ul style="list-style-type: none"> • at least 10 mm away from the edges • clearly separated from the address window by a space of at least 7 mm • to accommodate shifting, leave 7 mm to 10 mm around the address block • cannot be located within the postage zone. <p>For more information, please refer to “Appendix B: Test – Outer Cover Material”.</p> <p>For Oversize items: If the auxiliary window is located on the back of the mail item, it must be at least 15 mm away from the edges.</p>

5.1 Address Zone on newspapers (Oversize only)

REQUIREMENTS FOR OVERSIZE MAIL ITEMS	
On a wrapped newspaper	<p>The destination address must be parallel to the longest edge and appear inside the area at least 10 mm from all edges of the wrapper or sleeve.</p> 
On unwrapped newspapers	<p>The address must be positioned parallel to the folded edge of the newspaper.</p> <p>The destination address must appear:</p> <ul style="list-style-type: none"> • in the upper left corner of the newspaper • at least 10 mm from the top and left edges. 

6 POSTAGE ZONE

REQUIREMENTS	
Postage Zone	<p>Paid by postal indicia</p> <ul style="list-style-type: none"> • Mail items paid by postal indicia may have graphics inside the postage zone as long as the postal indicia are human readable. <p>For postal indicia specifications and artwork, refer to canadapost.ca/indicia.</p> <p>Paid by postage meter impression</p> <ul style="list-style-type: none"> • Mail items paid by postage meter impression must not have any graphics inside the postage zone. • For more information on postage meter impressions, please refer to “Paying for your Mail” at canadapost.ca/postalguide. <p>BASIC IDENTIFYING INFORMATION (PUBLICATIONS MAIL ONLY)</p> <p>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:</p> <ul style="list-style-type: none"> • on the front or back cover, or spine if perfect bound; or • on the address label or address carrier; or • in the postage zone. 

7 QUIET ZONES

Quiet zones are areas on a mail item that must be left clear of printing, images and dark colours. This is to ensure that Canada Post's automated equipment can easily find and read addressing information, then apply the barcode that makes efficient processing possible.

REQUIREMENTS	
Standard items	<p>Canada Post's equipment applies a fluorescent barcode on the back side of the item. We recommend the following quiet zones on the back of the item:</p> <ul style="list-style-type: none"> • For items with horizontal address orientation - the area 15 mm high by 140 mm long measured from the bottom left edge (optional for Lettermail). • For items with vertical address orientation - the area 140 mm high by 15 mm long measured from the bottom right edge (optional for Lettermail).

8 OTHER CONSIDERATIONS

APPLICATION OF REPOSITIONABLE NOTES (RPNs)
<p>RPNs are acceptable on items provided they meet the following requirements:</p> <ul style="list-style-type: none"> • they must be square in shape • they must not exceed 76.2 mm x 76.2 mm (3 in x 3 in) in size • glue strips must cover at least one-third of the total width of the note (e.g., a 25.4 mm [1 in] glue strip on a 76.2 mm [3 in] note) • they must be applied by a machine, not manually • the glue strip must be positioned across the top edge of the label • they may be applied on front of mail piece, within the address zone • they must not display addressing information • they must not contain fluorescent or phosphorescent ink • only one note may be applied per mail item. <p>We recommended RPNs be located:</p> <ul style="list-style-type: none"> • at least 5 mm from the address block • at least 10 mm from all edges.

9 CUSTOMER OWNED BARCODE


PLACEMENT OF CUSTOMER BARCODES
<p>Customers may apply barcodes to the left or above the address block as follows:</p> <ul style="list-style-type: none"> • if positioned vertically, the barcode must be located at least 5 mm from the left edge of the address block • if positioned horizontally, we recommend locating the barcode at least 5 mm above the addressing block, as part of the address block. <p>Certain types of barcodes may interfere with mail processing, therefore, please refer to the acceptable barcodes. Such barcodes must be covered or placed inside the envelope.</p> <p>If using other barcodes, please contact the Commercial Service Network team. (See Section 11.)</p>

Acceptable Barcodes	
<ul style="list-style-type: none"> • Codabar • DUN-14 • Interleaved 2-of-5 • ITF-14 • MSI Plessey • Telepen • Tri-Optic • EAN Bookland • EAN-JAN-13 • EAN-JAN-8 • EAN-UCC 14 	<ul style="list-style-type: none"> • EAN-UCC 14 (ITF) • SCC-14 • SCC-14 (ITF) • UPC-A • UPC-E • UCC 12 • Plessey • UPC Shipping container • Code 39 (if tested by Canada Post first) • Code 93

10 CANADA POST 2D BARCODING OPTION

2D BARCODE	
What it is	<p>Canada Post offers customers the option of using a 2D data matrix barcode on mail items to increase creativity and help improve readability. The barcode contains service type, address information (Postal Code & address locators) and customer data.</p>
Benefits of use	<p>Using the Canada Post 2D Item barcode allows more creativity on the mail item, including:</p> <ul style="list-style-type: none"> • script, decorative and italic fonts for the destination address • use of any colour envelope, including dark black. <p>As an additional benefit, the 2D barcode has 21 alpha-numeric spaces reserved for customer use. Examples of what can be captured in this field:</p> <ul style="list-style-type: none"> • job/docket number • unique identifier related to the addressee (e.g.: a membership number etc.). <p>This barcode ensures we can process your piece if we are unable to read the destination address.</p>

2D BARCODE

Using a 2D barcode	<ul style="list-style-type: none">2D barcodes must be printed on the mail item and are unique to the destination address.The 2D barcodes can appear anywhere on the front of your mail item provided it does not over-lap the postal indicia or address information. It can be displayed through address windows. For optimal performance, the barcode should be to the right or left of the destination address.The barcode size and symbology MUST meet the barcode technical requirements listed below.The Canada Post customer number used in the barcode must be the same as the indicia, the mail owner, or the party paying for the mailing.																																																														
Barcode technical requirements	<p>The barcode is Data Matrix ECC200. The barcode is surrounded on all four sides by a quiet zone border (margin).</p> <p>The barcode technical specifications:</p> <table><tr><td>Minimum X Dimension</td><td>20 mils (0.508 mm)</td></tr><tr><td>Aspect Ratio</td><td>1:1 (Square)</td></tr><tr><td>Max Number of Rows</td><td>32</td></tr><tr><td>Max Number of Columns</td><td>32</td></tr><tr><td>Max Number of Data Regions</td><td>4</td></tr><tr><td>Minimum size of individual cell</td><td>20 mils (0.508 mm)square</td></tr><tr><td>Minimum Size of Bar Code area (symbol only, without Quiet Zone)</td><td>640 mils (16.256 mm) square</td></tr><tr><td>Minimum Size of Quiet Zone (3 times X dimension)</td><td>60 mils (1.524 mm)</td></tr><tr><td>Minimum Size of Bar Code area including Quiet Zone</td><td>760 mils (19.304 mm)</td></tr><tr><td>Colour</td><td>Black barcode on White background</td></tr><tr><td>Print Quality Grade</td><td>Grade 3 as specified by ISO/IEC 15415</td></tr><tr><td>Minimum printer resolution:</td><td>203 dpi</td></tr></table>	Minimum X Dimension	20 mils (0.508 mm)	Aspect Ratio	1:1 (Square)	Max Number of Rows	32	Max Number of Columns	32	Max Number of Data Regions	4	Minimum size of individual cell	20 mils (0.508 mm)square	Minimum Size of Bar Code area (symbol only, without Quiet Zone)	640 mils (16.256 mm) square	Minimum Size of Quiet Zone (3 times X dimension)	60 mils (1.524 mm)	Minimum Size of Bar Code area including Quiet Zone	760 mils (19.304 mm)	Colour	Black barcode on White background	Print Quality Grade	Grade 3 as specified by ISO/IEC 15415	Minimum printer resolution:	203 dpi	<p>B4N3V9 6504188928</p> 	<p>MR. TEST MAIL 32 ALEXANDRIA ST PO BOX 116 STN MAIN KENTVILLE NS B4N 3V9</p> <p>Illustration purposes only.</p>																																				
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Barcode content requirements	<p>The 2D barcode contains a 58 ASCII character string. The string is comma-delimited.</p> <p>Example: 46005 RIVERSIDE DRIVE CHILLIWACK BC V2P 3K7 Customer Text: ABCDEFGHIJKLMNOPQRSTU Barcode String: (note: ^ represents a space) CAF,V2P3K7,0050,^^^^^,0,1234567890,ABCDEFGHIJKLMN NOPQRSTU</p> <p>NOTE: Address Locators are portions of the street address used with the Postal Code to establish a single point of call. See Appendix A: Customer Address Locator Derivation Rules on how to encode AL1 and AL2.</p>	<table><tr><th>FIELD</th><th>DESCRIPTION</th><th>CHARACTERS</th><th>NOTE</th></tr><tr><td>Country</td><td>CA</td><td>2</td><td>Must be CA</td></tr><tr><td>CPC DCI</td><td>F</td><td>1</td><td>Must be F</td></tr><tr><td>DELIMITER</td><td>,</td><td>1</td><td>Must be comma</td></tr><tr><td>DESTINATION POSTAL CODE</td><td>Destination Postal Code</td><td>6</td><td></td></tr><tr><td>DELIMITER</td><td>,</td><td>1</td><td>Must be comma</td></tr><tr><td>AL1</td><td>Address Locator 1</td><td>4</td><td>SEE APPENDIX A</td></tr><tr><td>DELIMITER</td><td>,</td><td>1</td><td>Must be comma</td></tr><tr><td>AL2</td><td>Address Locator 2</td><td>5</td><td>SEE APPENDIX A</td></tr><tr><td>DELIMITER</td><td>,</td><td>1</td><td>Must be comma</td></tr><tr><td>SERVICE TYPE</td><td>0</td><td>3</td><td>0 for Addressed Admail and Lettermail</td></tr><tr><td>DELIMITER</td><td>,</td><td>1</td><td>Must be comma</td></tr><tr><td>CUSTOMER NUMBER</td><td>Your Customer # with leading 0's</td><td>10</td><td>Eg: 0001234567</td></tr><tr><td>DELIMITER</td><td>,</td><td>1</td><td>Must be comma</td></tr><tr><td>CUSTOMER SPECIFIC DATA</td><td>Free Form text</td><td>21</td><td>Alpha Numeric Characters Only</td></tr></table>		FIELD	DESCRIPTION	CHARACTERS	NOTE	Country	CA	2	Must be CA	CPC DCI	F	1	Must be F	DELIMITER	,	1	Must be comma	DESTINATION POSTAL CODE	Destination Postal Code	6		DELIMITER	,	1	Must be comma	AL1	Address Locator 1	4	SEE APPENDIX A	DELIMITER	,	1	Must be comma	AL2	Address Locator 2	5	SEE APPENDIX A	DELIMITER	,	1	Must be comma	SERVICE TYPE	0	3	0 for Addressed Admail and Lettermail	DELIMITER	,	1	Must be comma	CUSTOMER NUMBER	Your Customer # with leading 0's	10	Eg: 0001234567	DELIMITER	,	1	Must be comma	CUSTOMER SPECIFIC DATA	Free Form text	21	Alpha Numeric Characters Only
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To arrange for technical support integrating the 2D barcode on your mail item contact a Commercial Service Network (CSN) Representative at 1-800-757-5480.																																																															

11 ASSESS YOUR MAIL ITEMS BEFORE MAILING

To ensure that your mailing can be processed on our machines and that your mail items meet the requirements for Machineable Mail, Canada Post offers free evaluation services.

Customers have several assessment options available:

Standard Self-Assessment Tool	Complete your own self-assessment by using our " Standard Self-Assessment Tool " found in the Quick Links.
Electronic sample evaluation	<p>Contact a Commercial Service Network (CSN) representative at 1-800-757-5480 to provide an electronic sample (PDF format) of your mail item. The electronic sample must clearly show how the item will be constructed, and includes the following:</p> <ul style="list-style-type: none"> • finished item size (e.g.: length, width, thickness and approximate weight) • paper basis weight • fold locations (self-mailers) • sealing location and sealing method (self-mailers and envelopes) • window location (if applicable) and address location. <p>NOTE: Our CSN representative may request additional testing if the electronic sample does not provide enough information. Physical approval testing is required when Creative Features are used (see the Mandatory Requirements section for details).</p>
Physical approval testing	<p>Customers requiring a physical test of their mail items on our mail processing equipment must send 200 samples of the final version of the mailing to be tested on our mail processing equipment as arranged through a CSN representative at 1-800-757-5480 (a service ticket number and the address to send your samples to will be provided). This process is optional, unless your mail item utilizes Creative Features defined in the Mandatory Requirements section.</p> <p>NOTE: To test readability, your mail items must be addressed. You can use the same address on all items. Any valid Canadian address is acceptable.</p> <p>When 200 samples are not available for physical testing, the Mail Standards and Testing team can provide feedback on a to-scale mock-up (prototype). To have your prototype evaluated, contact the CSN at 1-800-757-5480.</p> <p>NOTE: Canada Post cannot provide approval on a prototype. This service is meant to provide feedback on designs prior to producing 200 items for physical testing.</p>

APPENDIX A:

CUSTOMER ADDRESS LOCATOR DERIVATION RULES

OVERVIEW

The Address Locator is a 9 character string, consisting of upper case letters, numbers and spaces. The Address Locator (AL) is comprised of two distinct fields, AL1 and AL2:

$$AL = AL1 (DDDZ) + AL2 (ZZZZZ)$$

The Address Locator is only determined for Canadian addresses.

Precedence	There are four basic rules to derive the address locator. In cases where an address could have more than one rule applied to it, they should be used in the following order of priority: <ol style="list-style-type: none"> 1. Rural Route 2. Lock Boxes 3. Street Address 4. Building Address
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ADDRESS LOCATOR RULES

Rural Route (RR) addresses If the mailing address is for a Rural Route, then the Address Locator must be derived as follows.

Composition of AL1 All four characters are filled with a space character.

1	2	3	4
{space}	{space}	{space}	{space}

Composition of AL2 The first character is an "R", followed by the last 4 digits of the service number. If the service number is less than 4 digits, then the service number is right aligned, padding the characters to the left of the service number with spaces.

1	2	3	4	5
R				Service Number

Example of Address Locator for Rural Route Addresses

RR2 BOX 36 SITE 302				
VICTORIAVILLE QC G6P 6R9				
AL1	^	^	^	^ (unused, blank)
AL2	R	^	^	^2
Address Locator	^	^	^	R^

Spaces are depicted with the "^" character for illustration purposes only.

Lock Box addresses If the mailing address is for a Lock Box, but not for a Rural Route, then the Address Locator must be derived as follows.

Composition of AL1 All four characters are filled with a space character.

1	2	3	4
{space}	{space}	{space}	{space}

Composition of AL2 The first character is a "B" followed by the last four digits of the box number. If the box number is less than four digits, the number should be right aligned, padding the left side with spaces.

1	2	3	4	5
B				Box Number

Examples of Address Locator for Lock Box Addresses

PO BOX 2051 STN C				
ETOBICOKE ON M9V 2G2				
AL1	^	^	^	^ (unused, blank)
AL2	B	2	0	51
Address Locator	^	^	^	B2051
<small>Spaces are depicted with the "^" character for illustration purposes only.</small>				
PO BOX 150 STN A				
OTTAWA ON K1N 8V1				
AL1	^	^	^	^ (unused, blank)
AL2	B	^	1	50
Address Locator	^	^	^	B^150
<small>Spaces are depicted with the "^" character for illustration purposes only.</small>				

ADDRESS LOCATOR RULES

Street Addresses	If the mailing address contains a Street number and name, but is not for a Rural Route or Lock Box, then the Address Locator must be derived as follows.																				
Composition of AL1	<p>AL1 consists of the last three digits of the street number, followed by a suffix, if applicable. If the street number is less than three digits, the number should be right aligned, padding the characters to the left of the street number with spaces. If the street address doesn't not contain a suffix, the fourth character is always zero (0).</p> <table><tr><td>1</td><td>2</td><td>3</td><td>4</td></tr><tr><td colspan="3">Street Number</td><td>suffix</td></tr></table> <p>Suffix Values</p> <p>The following table list the valid values for the suffix character in the Address Locator.</p> <table><tr><td>IF the Street Number Suffix is:</td><td>THEN the fifth position of the Address Locator is:</td></tr><tr><td>No Suffix</td><td>0</td></tr><tr><td>A letter (A, B, C ... Z)</td><td>The letter (A, B, C ... Z)</td></tr><tr><td>¼</td><td>1</td></tr><tr><td>½</td><td>2</td></tr><tr><td>¾</td><td>3</td></tr></table>	1	2	3	4	Street Number			suffix	IF the Street Number Suffix is:	THEN the fifth position of the Address Locator is:	No Suffix	0	A letter (A, B, C ... Z)	The letter (A, B, C ... Z)	¼	1	½	2	¾	3
1	2	3	4																		
Street Number			suffix																		
IF the Street Number Suffix is:	THEN the fifth position of the Address Locator is:																				
No Suffix	0																				
A letter (A, B, C ... Z)	The letter (A, B, C ... Z)																				
¼	1																				
½	2																				
¾	3																				
Composition of AL2	<p>All five characters are filled with a space character.</p> <table><tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr><tr><td>{space}</td><td>{space}</td><td>{space}</td><td>{space}</td><td>{space}</td></tr></table>	1	2	3	4	5	{space}	{space}	{space}	{space}	{space}										
1	2	3	4	5																	
{space}	{space}	{space}	{space}	{space}																	

Examples of Address Locator for Street Addresses

46005 RIVERSIDE DRIVE									
CHILLIWACK BC V2P 3K7									
AL1	0050 (last character = "0" for no suffix)								
AL2	^^^^ (unused, blank)								
Address Locator	0050^^^^								
Spaces are depicted with the "*" character for illustration purposes only.									
1815 RUE CARDINAL									
MONTREAL QC H4E 1N3									
AL1	8150 (last character = "0" for no suffix)								
AL2	^^^^ (unused, blank)								
Address Locator	8150^^^^								

Building Addresses	If the mailing address contains a street number and name and a building unit number (like office, suite, apartment number), but is not for a Rural Route or Post Office Box, then the Address Locator must be derived as follows.										
Composition of AL1	Composition of AL1 is the same as for Street Addresses (above).										
Composition of AL2	<p>Last 5 characters of the unit number in the building. A “unit” could be an apartment or business. If the unit number is less than 5 characters, then the unit number is right aligned padding the left characters of the unit number with spaces.</p> <table><tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr><tr><td colspan="5">Unit Number</td></tr></table>	1	2	3	4	5	Unit Number				
1	2	3	4	5							
Unit Number											

Examples of Address Locator for Building Addresses

1440 TYANADAGA PARK DR SUITE 110			
BURLINGTON ON L7P 3H2			
AL1	4400 (last character = "0" for no suffix)		
AL2	^^110 (unused positions padded with spaces)		
Address Locator	4400^^110		
<i>Spaces are depicted with the "A" character for illustration purposes only.</i>			
182A D'ARCY ST APT 205			
COBOURG ON K9A 5H8			
AL1	182A (last character = "A" for suffix)		
AL2	^^205 (unused positions padded with spaces)		
Address Locator	182A^^205		

APPENDIX B: TEST – OUTER COVER MATERIAL

CHARACTERISTICS	TEST	REQUIRED RESULTS
Electrostatic Charge Retention	American Standards Testing Method (ASTM) D4470	<2.0 kV
Ink Absorbency	<ol style="list-style-type: none"> 1. Use a spatula to apply a thick layer of K&N testing ink over a spot larger than the aperture of the reflectance photometer. 2. Leave the ink on the paper for exactly 120 seconds. <p>NOTE: Apply enough ink so that the spot remains well wetted for the full 120 seconds.</p> <ol style="list-style-type: none"> 3. At 120 seconds, use a spatula to remove the excess ink. 4. Wipe off remaining unabsorbed ink with a soft towel. 5. Wait 24 hours. 6. Adjust a diffuse reflectance photometer to read 100% using the Commission Internationale de l'Éclairage (C.I.E.) Y tri-stimulus filter, illuminant "C" and a sample of the front surface of the tested sample. Read the diffuse reflectance over the ink spot. 	Max reflectance = 86%
Luminescence	<p>Compare the sample with "Century Premium Opaque Cover" or "Mayfair Cover Antique Britewhite" card.</p> <p>NOTE: These Standards are under review; a higher level of luminescence will usually be permitted.</p>	Less than these cards.
Opacity	Canadian Pulp and Paper Association (CPPA) recommended method Standard E2.	80% or greater
Reflectance	CPPA approved method Standard E.1.	Min. area reflectance = 35% Max. area reflectance = 96% Max. variation = 5%
Smoothness	Standard Sheffield Method CPPA proposed method, Standard .29P <p>NOTE: These values are presently under review.</p>	Between 30 & 330 Sheffield Smoothness Units
Thickness – cards or items ready for mailing	CPPA approved method Standard D.4.	Not less than 0.18mm