

Incentive Lettermail™

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The information below is provided to assist our Customers in avoiding some of the common errors in mail preparation (complete details can be found at canadapost.ca/mailpreparation and/or canadapost.ca/customerguides) that may result in unnecessary delays or surcharges. It is not an exhaustive listing and should not be relied upon as such. Canada Post accepts no liability for direct or indirect losses resulting from errors or omissions in this information.

REF #	NAME OF DOCUMENT	REF #	NAME OF DOCUMENT
1	2012 <i>Canada Postal Guide, Addressing Guidelines</i>	4	Electronic Shipping Tools (EST) <i>User Guide</i>
2	2012 Lettermail <i>Presort Mail Preparation and Presortation Guide</i>	5	2012 Incentive Lettermail <i>Customer Guide</i>
3	2012 Brick-piling <i>Mail Preparation and Presortation Guide</i>		

✓	BEFORE YOU DEPOSIT THE MAIL, ENSURE THAT...	REF #	REFERENCE(S)
<input type="checkbox"/>	Each mailing has an <i>Order (Statement of Mailing)</i> . A <i>Mailing Summary</i> must be presented with Presort Mail.	5	section 3.2.2 section 4.1.3
<input type="checkbox"/>	Volume declared matches the volume submitted. For example: for Presort Lettermail, if you have reworked items that are on the <i>Mailing Summary</i> and these items are not being submitted (i.e. muted or damaged items), identify the adjusted volumes on the <i>Mailing Summary</i> .	5	section 4.1.3
<input type="checkbox"/>	Each weight category must be properly identified on the <i>Order (Statement of Mailing)</i> .	5 4	section 4.1.5 canadapost.ca/obc
<input type="checkbox"/>	The piece weight and dimensions are correct for the product being inducted. For example: Machineable Lettermail over 50 grams should be declared and paid for as Oversize (O/S) Lettermail.	5	section 2.3
<input type="checkbox"/>	USA & International Letter-post volumes must be declared separately on the <i>Order (Statement of Mailing)</i> .	4	canadapost.ca/obc
<input type="checkbox"/>	The number of containers being sent to Canada Post matches the number of containers on the <i>Order (Statement of Mailing)</i> , if this field is completed.	4	canadapost.ca/obc
<input type="checkbox"/>	Each container must be checked to ensure that mail is not sticking together.	2	section 5.1
<input type="checkbox"/>	Each pallet or monotainer contains only one mailing. NOTE: The last monotainer may contain containers of different Lettermail service categories (e.g. Machineable Lettermail, Presort Lettermail).	2	section 9
<input type="checkbox"/>	Mail on pallets must be a minimum of 500 mm high to a maximum of 1.5 m high. The maximum weight for a skid is 900 kg.	2 3	section 7 section 1.3
<input type="checkbox"/>	All pallets are secured, i.e. stretch-wrapped or strapped, (when stretch-wrapped, it must be a minimum of 3 times). Metal strapping is not permitted.	3	section 5
<input type="checkbox"/>	All monotainers and pallets are properly labelled with the type of mail and service option (and NPS routing information, for Presort). <i>Order</i> number (SOM) and the container count are optional on monotainer and pallet labels.	2	section 6 and section 7.2

✓	ADDITIONAL CHECKS FOR INCENTIVE LETTERMAIL PRESORT	REF #	REFERENCE(S)
<input type="checkbox"/>	Edge Marking must be clear and visible on all Presort Mail. Separator cards are acceptable.	2	section 4.4
<input type="checkbox"/>	The Delivery Mode Audit Code is current and clearly visible in the window area for all Presort Mail.		section 2.2.1
<input type="checkbox"/>	Container labels are complete with the type of mail and service option (e.g. LETTERMAIL PRESORT).		section 6
<input type="checkbox"/>	90% minimum container fill requirements must be met for Presort mail. The only exception is after 1 or more full containers to the same destination have been completed, a less than full container to the same destination is allowed. The integrity of the sort must be maintained in the less than full container by strapping or bundling the mail items.		section 5.1.1

✓	IF IT'S A "PARTIAL MAILING", ENSURE THAT...	REF #	REFERENCE(S)
<input type="checkbox"/>	The total mailing cost is reflected in the first <i>Order (Statement of Mailing)</i> which must accompany the first partial deposit.	5	section 4.1.4
<input type="checkbox"/>	The first <i>Order (Statement of Mailing)</i> must be deposited with the first partial mailing. A copy of this <i>Order (Statement of Mailing)</i> must accompany each subsequent individual partial mailing.		
<input type="checkbox"/>	Each applicable copy of the <i>Order (Statement of Mailing)</i> states "PARTIAL MAILING".		
<input type="checkbox"/>	Each individual partial shipment deposit, with the exception of the last one, meets the minimum deposit requirement for the product (500 items for Presort, 5,000 items for Machineable).		
<input type="checkbox"/>	All partial mailings within an <i>Order (Statement of Mailing)</i> are deposited within seven (7) calendar days.		
<input type="checkbox"/>	All deposits of the Partial shipment <i>Order (Statement of Mailing)</i> are made at the same deposit location.		