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# POSTAL INDICIA REQUIREMENTS

Canada Post is subject to the *Official Languages Act*. Therefore the postal indicia must be bilingual. For any mailing with a return address in the province of Québec, the main information contained within the body of the indicia should appear French first. In all other provinces, English should appear first.

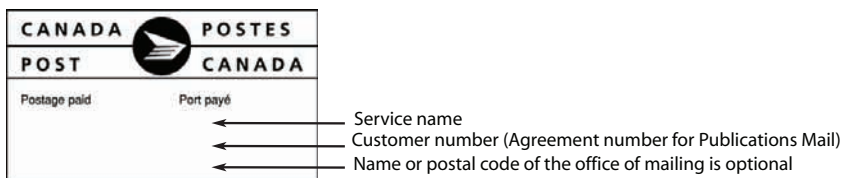
## GENERIC POSTAL INDICIA

A generic postal indicia must:

- ▶ be made by a mechanical or photographic printing process and applied to the mail item or on self-adhesive labels that cannot be removed from the mail item
- ▶ appear on each item mailed
- ▶ contain Canada Post's corporate identity, service name and Customer number (Agreement number for Publications Mail™). The name or postal code of the office of mailing is optional
- ▶ measure a minimum of 19 mm x 36 mm and a maximum of than 39 mm x 73 mm
- ▶ be printed on or attached to the address side of each item in the upper right corner (mailers may indicate the date of mailing)
- ▶ contain characters measuring between 2 mm and 5 mm high (upper-case characters of nominal 7 point type meet the minimum character size). Black or red ink is preferred, however, other colours are acceptable if there is sufficient contrast with the background.

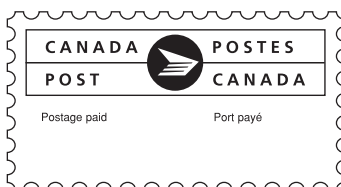
Figure 1:

A generic postal indicia may be used for any service.



## PERFORATED EDGE DESIGN

Figure 2:

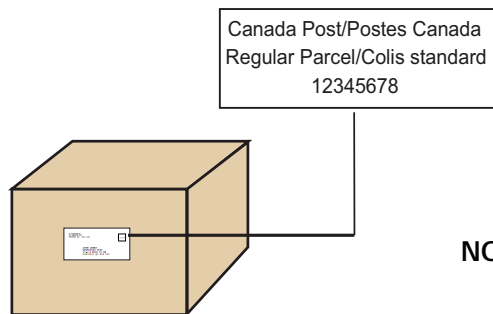


A Perforated Edge Design postal indicia has the same requirements as the generic postal indicia, except the size of the postal indicia is measured from the outer edges.

**NOTE :** The Perforated Edge Design postal indicia is only available for Addressed Admail™ (including Dimensional Addressed Admail), Lettermail™, Incentive Lettermail™ and Publications Mail™.

## PARCEL SERVICES POSTAL INDICIA

Figure 3:



Parcel Services postal indicia must:

- appear on each item mailed
- be printed on or attached to the address side of each item in the upper right corner (mailers may indicate the date of mailing).

**NOTE :** The information may be printed using a minimum 9 point type in the area where the indicia would normally be located.