
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 must appear French first. In all other provinces, English must appear first.

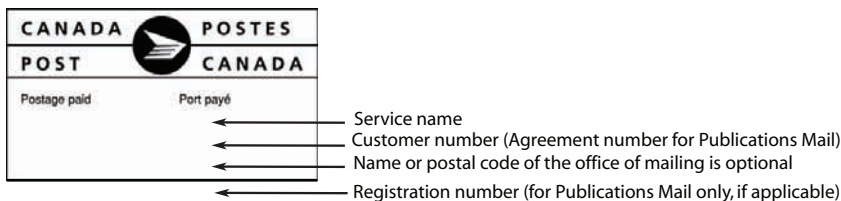
GENERIC POSTAL INDICIA

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™ and Registration number, if applicable). 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.

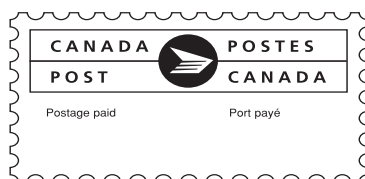
Figure 1:

A generic postal indicia may be used for any service.



PERFORATED EDGE DESIGN

Figure 2:

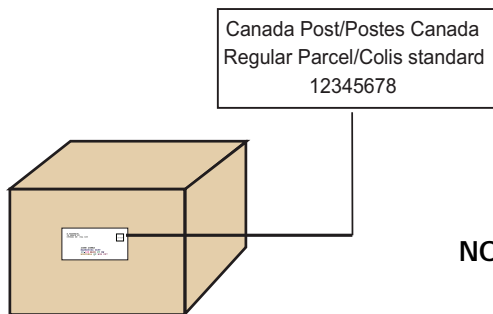


A Perforated Edge Design postal indicia has the same requirements as the generic postal indicia, except the size of the postal indicia is measured from the outer edges.

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.