

# Machineable Addressed Admail™ and Machineable Publications Mail™



From anywhere... to anyone

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This checklist is provided to help you avoid common errors in mail preparation (complete details can be found at [canadapost.ca/mailpreparation](http://canadapost.ca/mailpreparation)) that may result in unnecessary delays or surcharges. This checklist is not exhaustive. 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	2010 Addressed Admail Customer Guide	4	2010 Addressed Admail prices <a href="http://canadapost.ca/aasupportdocuments">canadapost.ca/aasupportdocuments</a>
2	2010 Publications Mail Customer Guide	4	2010 Publications Mail prices <a href="http://canadapost.ca/pmsupportdocuments">canadapost.ca/pmsupportdocuments</a>
3	2010 Machineable Mail Preparation and Presortation Guide		

✓	BEFORE YOU DEPOSIT THE MAIL, ENSURE THAT...	REF #	REFERENCE(S)
<input type="checkbox"/>	Each mailing has an <i>Order (Statement of Mailing)</i> . A sample of the item, including enclosures, attachments and wrapping, identical to the item being mailed, is submitted with the <i>Order (Statement of Mailing)</i> .	1 2	section 4.1.3 section 4.1.3
<input type="checkbox"/>	Each weight category must be properly identified on the <i>Order (Statement of Mailing)</i> . For example, for Machineable Short and Long (S/L) Addressed Admail, the weight category is identified as up to 30 g, or over 30 g up to 50 g.	1 2 4	section 2.3 section 2.3
<input type="checkbox"/>	The piece weight and dimensions are correct for the product being inducted. For example, Machineable Publications Mail over 50 grams should be declared and paid for as Oversize Machineable Publications Mail.	1 2 4	section 2.3 section 2.3
<input type="checkbox"/>	All mail items are properly placed in containers with the address and postal indicia (if applicable) all facing in the same direction.	3	section 4.1
<input type="checkbox"/>	All containers are filled to capacity; they must not weigh more than 22.7 kg (50 lb), including the weight of the container and lid. Only the last container may be less than full.	3	section 4.1
<input type="checkbox"/>	All containers have lids, unless depositing within a monotainer or arrangements with Canada Post have been made.	3	section 4.1
<input type="checkbox"/>	Each container is verified to ensure that mail pieces are not sticking together.	3	section 4.1
<input type="checkbox"/>	Each monotainer or pallet contains only one mailing.	3	section 6
<input type="checkbox"/>	Containerized mail inducted on pallets is at a minimum height of 500 mm (19.7 in) excluding height of the pallet and a maximum height of 1.5 m (59.1 in) including height of the pallet, with a maximum weight of 900 kg (1984.2 lb) and is secured by 3 layers of stretch wrapping.	3	section 6
<input type="checkbox"/>	All pallets are securely fastened and structurally sound. Metal strapping is not permitted.	3	section 6
<input type="checkbox"/>	Monotainer and pallet labels are complete with the Service name, Service option and Destination plants.	3	section 6.1

✓	IF IT'S A "PARTIAL MAILING", ENSURE THAT...	REF #	REFERENCE(S)
<input type="checkbox"/>	The total mailing cost is declared on the <i>Order (Statement of Mailing)</i> for the entire mailing accompanying the first portion of the mailing.	1 2	section 4.1.5 section 4.1.5
<input type="checkbox"/>	The first partial induction of the <i>Order (Statement of Mailing)</i> , along with a representative sample of each item, is provided 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"/>	All partial mailings within an <i>Order (Statement of Mailing)</i> are deposited within a maximum of 15 business days.		
<input type="checkbox"/>	Each individual partial mailing deposit meets the 1,000 piece minimum deposit requirement.		