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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/postalstandards](http://canadapost.ca/postalstandards)) 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.

WHEN CREATING YOUR STANDARD / SHORT AND LONG (S/L) ENVELOPES AND SELF-MAILERS, FOLLOW THESE STEPS...						REFERENCE
<b>Step 1: Ensure Your Mail Items are Machineable</b>						
<input type="checkbox"/>	<b>The size and weight meet the following requirements:</b>					section 1
	<b>DIMENSIONS</b>	<b>LENGTH</b>	<b>WIDTH</b>	<b>THICKNESS</b>	<b>WEIGHT</b>	
	Min.	140 mm (5.6 in)	90 mm (3.6 in)	0.18 mm (0.007 in)	3 g (0.11 oz)	
	Max.	245 mm (9.6 in)	156 mm (6.1 in)	5 mm (0.2 in)	50 g (1.75 oz)	
<input type="checkbox"/>	<b>The aspect (length to width) ratio meets the following requirements:</b>					section 1
	<ul style="list-style-type: none"> <li>a minimum of 1.3</li> <li>a maximum of 2.6.</li> </ul>					
<input type="checkbox"/>	<b>Items have sufficient strength:</b>					section 2.1
	<ul style="list-style-type: none"> <li><b>envelopes:</b> paper weight is a minimum of 75 gm<sup>2</sup></li> <li><b>self-mailers:</b> paper weight is a minimum of 90 gm<sup>2</sup>.</li> </ul>					
<input type="checkbox"/>	<b>Items have sufficient flexibility and firmness:</b>					section 2.2
	<ul style="list-style-type: none"> <li><b>flexibility:</b> items can easily bend around a circular surface with a radius of 140 mm</li> <li><b>firmness:</b> items do not sag more than 22 mm in the middle when supported at each end.</li> </ul> <b>NOTE:</b> For enclosures requirements, please refer to <a href="#">section 2.2.1.1</a> .					
<input type="checkbox"/>	<b>Items are properly sealed:</b>					section 2.3.1 section 2.4.4 section 2.4.5
	<ul style="list-style-type: none"> <li>items are closed and sealed with adhesive (no staples, clasps, buttons, string or other similar devices are used).</li> </ul>					
<b>Step 2: Ensure Your Mail Items are Readable</b>						
<input type="checkbox"/>	<b>The destination address is parallel to the longest edge (horizontal address orientation) and within the Address Zone located:</b>					section 7.1.1
	<ul style="list-style-type: none"> <li>40 mm from the top</li> <li>19 mm from the bottom</li> <li>15 mm from the left and right edges.</li> </ul>					
<input type="checkbox"/>	<b>The proof of payment is located on the same side as the destination address in the upper right corner, within the Postage Zone:</b>					section 7.2
	<ul style="list-style-type: none"> <li><b>if paid by indicia:</b> 40 mm high by 74 mm long</li> <li><b>if paid by meter impression:</b> 40 mm high by 100 mm long.</li> </ul> <b>NOTE:</b> Exceptions apply to Publications Mail items.					
<input type="checkbox"/>	<b>The return address is parallel to the longest edge (horizontal address orientation) and within the Return Address Zone:</b>					section 7.3
	<ul style="list-style-type: none"> <li><b>if located on the front:</b> in the upper left corner, within 40 mm from the top edge and at least 100 mm from the right edge</li> <li><b>if located on the back:</b> near the top edge, centered between the left and right edges.</li> </ul>					

WHEN CREATING YOUR STANDARD / SHORT AND LONG (S/L) ENVELOPES AND SELF-MAILERS, FOLLOW THESE STEPS...		REFERENCE
<p><input type="checkbox"/> <b>The Quiet Zones within and around the address block are left clear of printing, images and dark colours:</b></p> <ul style="list-style-type: none"> <li>• 13 mm on the left side of the address block</li> <li>• 6 mm above the top line of the address block</li> <li>• the entire area to the right of the address block</li> <li>• the entire area below the address block</li> <li>• if a window envelope is used, the complete address is visible and the Quiet Zones are respected.</li> </ul> <p><input type="checkbox"/> <b>NEW! For mailings deposited at sites that have new automated equipment, the Quiet Zones within and around the address block are left clear of printing, images and dark colours:</b></p> <ul style="list-style-type: none"> <li>• 13 mm to the left and 13 mm to the right of the address block</li> <li>• 6 mm above the top line and 6 mm below the bottom line of the address block</li> </ul> <p><b>NOTE :</b> customers wishing to print text to the right and below the address block must provide samples to Canada Post for testing and approval prior to depositing the mailing</p> <ul style="list-style-type: none"> <li>• if a window envelope is used, the complete address is visible and the Quiet Zones are respected.</li> </ul>	<p>section 8.1.1 section 8.1.2</p> <p>section 8.1.1.1 section 8.1.2.1</p>	
<p><input type="checkbox"/> <b>The Quiet Zones for barcoding are left clear of printing, images and dark colours:</b></p> <ul style="list-style-type: none"> <li>• <b>on the front side of the item:</b> the area 19 mm high by 150 mm long measured from the bottom right edge</li> <li>• <b>on the back side of the item:</b> the area 15 mm high by 140 mm long measured from the bottom left edge.</li> </ul> <p><input type="checkbox"/> <b>NEW! For mailings deposited at sites that have new automated equipment, the Quiet Zones for barcoding are left clear of printing, images and dark colours:</b></p> <ul style="list-style-type: none"> <li>• <b>on the front side of the item:</b> the area 19 mm high by 105 mm long measured from the bottom right edge</li> <li>• <b>on the back side of the item:</b> the area 15 mm high by 140 mm long measured from the bottom left edge.</li> </ul>	<p>section 8.2</p> <p>section 8.2.1</p>	
<p><input type="checkbox"/> <b>For items paid by meter impression, the Quiet Zone within the Postage Zone is left clear of printing, images and dark colours:</b></p> <ul style="list-style-type: none"> <li>• the area 40 mm high by 100 mm long in the upper right corner.</li> </ul>	<p>section 8.3</p>	
<p><input type="checkbox"/> <b>The address printing meets the following requirements:</b></p> <ul style="list-style-type: none"> <li>• fonts are black or another dark colour on a white or light colour background</li> <li>• upper case characters are used (recommended, but not mandatory)</li> <li>• all the characters in the address block are printed in the same font at the same height</li> <li>• laser or inkjet print is used and all characters are clear and well defined</li> <li>• no punctuation is used</li> <li>• no <b>bold</b>, <u>underlined</u>, <i>italic</i>, or other decorative/script fonts are used</li> <li>• the entire address is left justified</li> <li>• address format meets the standards outlined in the Addressing Guidelines section of the <i>Canada Postal Guide</i>.</li> </ul> <p><b>NOTE:</b> Please refer to <a href="#">section 9.1.1</a> for recommended and acceptable fonts (not applicable for mailings deposited at sites that have new automated equipment).</p>	<p>section 9.1 section 9.1.1</p>	
<p><input type="checkbox"/> <b>The paper used for the outer covering is:</b></p> <ul style="list-style-type: none"> <li>• non-glossy, matte coating is acceptable</li> <li>• not overly bright</li> <li>• opaque enough to prevent any printing or graphics from showing through the envelope</li> <li>• smooth, without any raised areas</li> <li>• non-reflective</li> <li>• clear of dark fibres, background patterns, textures or watermarks</li> <li>• clear of fluorescent ink.</li> </ul> <p><b>NOTE:</b> Please refer to <a href="#">section 10.1</a> for physical requirements of paper. If using window envelopes, all windows are covered with transparent materials that meet the requirements outlined in <a href="#">section 10.2</a>.</p>	<p>section 10.1</p> <p>section 10.2</p>	
<p><input type="checkbox"/> <b>The placement of graphics:</b></p> <ul style="list-style-type: none"> <li>• graphics, images and dark colours appear only outside the Quiet Zones.</li> </ul>	<p>section 11.1.1</p>	
<p><b>Step 3: Assess Your Mail Items Before Printing</b></p>		
<p><input type="checkbox"/> <b>The machine read rate must meet a 95% threshold:</b></p> <p>Canada Post recommends using its free evaluation service to assess the machineability and readability of mail items. For details or to arrange an assessment, please contact a Commercial Service Network (CSN) representative at 1.866.757.5480.</p> <p><b>NOTE:</b> The machine read rate target is not applicable to Incentive Lettermail Presort.</p>	<p>section 12</p>	