

Unaddressed Admail™



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/uasupportdocuments) that may result in unnecessary delays or refusals. 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 Unaddressed Admail Mail Preparation and Presortation Guide	4	National Presortation Schematic
2	2010 Brick-Piling Mail Preparation and Presortation Guide	5	Canada Post's Householder Counts and Maps
3	2010 Unaddressed Admail Customer Guide	6	2010 prices canadapost.ca/uasupportdocuments

✓	BEFORE YOU DEPOSIT THE MAIL, ENSURE THAT...	REF #	REFERENCE(S)
<input type="checkbox"/>	An <i>Order (Statement of Mailing)</i> is properly completed for each mailing and an <i>Unaddressed Admail Delivery Slip (ADS)</i> is attached to the last container for each Delivery Installation. An Unaddressed Admail Delivery Slip (ADS) is not required when the Electronic Shipping Tools (EST) 2.0 version is used. A representative sample of each item, including all enclosures, inserts and wrapping, identical to the item being mailed must be provided for each version.	1 3	section 3.3 section 4.1.2
<input type="checkbox"/>	If you require Canada Post to transport your items to Delivery Installation(s), Transportation fees must be included on the <i>Order (Statement of Mailing)</i> .	3	section 4.2.2
<input type="checkbox"/>	The item meets the maximum size and weight requirements: <ul style="list-style-type: none"> a) for Standard items with Letter Carrier delivery [length 30.50 cm (12 in), width 15.24 cm (6 in), thickness 1.91 cm (0.75 in), weight 230 g (8.1 oz)]; b) for Oversize items with Letter Carrier delivery [length 30.50 cm (12 in), width 22.85 cm (9 in), thickness 1.91 cm (0.75 in), weight 230 g (8.1 oz)]; c) for Standard items with Non-Letter Carrier delivery [length 30.50 cm (12 in), width 15.24 cm (6 in), thickness 3.81 cm (1.5 in), weight 1,000 g (35.3 oz)]. d) for Oversize items with Non-Letter Carrier delivery [length 35.56 cm (14 in), width 28 cm (11 in), thickness 3.81 cm (1.5 in), weight 1,000 g (35.3 oz)]. 	3	section 2.3
<input type="checkbox"/>	If your item contains an insert, it is firmly attached or folded into the item and will not become separated during normal handling of the mail.	3	section 3.4
<input type="checkbox"/>	If the item is a sample (non-printed matter or a trial size portion of an actual product), it may be distributed on its own, attached, or enclosed in an envelope with or without printed matter.	3	section 2.1.2.2
<input type="checkbox"/>	Each bundle is securely double strapped with a height of less than 4 in for Letter Carrier delivery and less than 8 in for Non-Letter Carrier delivery.	1	section 3.1
<input type="checkbox"/>	Bundles are enclosed in sealed lettertainer, flat tubs (for Oversize items only) or sturdy Customer-supplied container(s) weighing less than 22.7 kg (50 lb), or enclosed in <i>Flexipack™</i> pouches [weighing less than 6 kg (small) and weighing less than 11 kg (large)].	1	section 3.1.1 section 3.2 section 3.2.1
<input type="checkbox"/>	Container labels are properly completed and securely attached.	1	section 3.4
<input type="checkbox"/>	All monotainers and pallets are properly labelled on two sides.	1 2	section 3.5.2 section 6
<input type="checkbox"/>	Brick-piled mailings on pallets measure at least 150 mm in height (excluding the height of the pallet), a maximum of 1.5 m high (including the pallet), weigh less than 900 kg and are secured by 3 layers of stretch-wrapping.	2	section 1.3 section 5.1

USEFUL LINKS	URL
<i>Mail Preparation and Presortation Guide - Unaddressed Admail</i> (2010)	canadapost.ca/mailpreparation
<i>Mail Preparation and Presortation Guide - Brick-Piling</i> (2010)	canadapost.ca/mailpreparation
<i>Customer Guide - Unaddressed Admail</i> (2010)	canadapost.ca/customerguides
Online Business Centre (OBC)	canadapost.ca/newuser
<i>Electronic Shipping Tools (EST) User Guide</i>	canadapost.ca/newuser
Householder Counts and Maps	canadapost.ca/cpc2/addrm/hh/default-e.asp
Electronic Shipping Tools (EST) Help Desk	1.800.277.4799