

# How to complete a Bill of Lading (BOL)



How to complete a Bill of Lading (BOL) - Domestic only

The image shows three overlapping forms for different shipping services: Priority (Priority), Xpresspost, and Regular Parcel (Colis standard). The top form is the 'Expedited Parcel' (Colis accélérés) form, which is the focus of the numbered callouts 1 through 13. The callouts point to specific fields on the form: 1. Customer No., 2. Address block, 3. Shipped To Name, Address and Postal Code, 4. Signature Required, 5. Billed, 6. Weight (kg)/VE, 7. Oversize / Unpackaged or Mailing Tube, 8. Sender's Ref., 9. Declared Value Coverage, 10. Sender's Signature, 11. Site Number, 12. Acceptance by, and 13. Date.

Field	Field Name	Description
1	Customer No.	Enter the Shipper's 7-digit customer number.
2	Address block	Over printed address block, customer account number, and agreement number of the sender.
3	Shipped To Name, Address and Postal Code	Enter the Shipped To company name, address, and 6-character postal code.
4	Signature Required	Place a check mark in box if Signature of the addressee is required.
5	Billed	Place a check mark in box to identify method of payment.
6	Weight (kg)/VE	Enter the greater of actual weight or the volumetric equivalent of actual weight.
7	Oversize / Unpackaged or Mailing Tube	Place a check mark in a box if the items is Oversize (any dimensions larger than 1 m) Unpackaged or in a Mailing Tube.
8	Sender's Ref.	Use the reference field as required, i.e., purchase order number. This information will appear on your invoice.
9	Declared Value Coverage	Enter the declared value of the Item that requires coverage against loss or damage.
10	Sender's Signature	The Bill of Lading <b>must</b> be signed by the Sender.
11	Site Number	<b>For Canada Post use only.</b> To be completed by the accepting employee.
12	Acceptance by	<b>For Canada Post use only.</b> To be completed by the accepting employee.
13	Date	<b>For Canada Post use only.</b> To be completed by the accepting employee.

All information appearing in the fields of the samples found in this document, i.e., numbers, addresses and names, are for example purposes only.

Canada Post Fields