

Pricing



Business Reply Mail™

IMPORTANT UPDATES

DESCRIPTION OF CHANGE		LOCATION
Amendment v1.0	Posted on November 16, 2018	Effective on January 14, 2019
Updated to reflect 2019 prices.		Section 1 "Prices"

When the document is amended or revised, the version number will be modified as follows:

- an amendment increases the first digit in the version (e.g., version 2.0, 3.0)
- a revision increases the second digit in the version (e.g., version 1.1, 1.2)
- the version number restarts at 1.0 every January of a given year.

TABLE OF CONTENTS

- Pricing 1
- 1 **Prices** 1
 - 1.1 Business Reply Mail annual fee and prices 1
- 2 **Adjustments and Surcharges** 1
 - 2.1 Adjustments - machineable mail requirements 1
 - 2.2 Surcharges 2
 - 2.2.1 Surcharge applicable to Non-machineable category 2

PRICING

The Pricing module provides detailed information on pricing for Domestic and International services.

1 PRICES

To access Business Reply Mail prices, you must meet all applicable requirements for this service. It also includes annual fee and prices, adjustments and surcharges.

	Annual Fee (non-refundable)	Price per Item returned			
		Machineable Standard	Non-machineable Other (Non-standard and Oversize)		
		Up to 50 g	Up to 100 g	Over 100 g up to 200 g	Over 200 g up to 500 g
Domestic	\$750.00	\$0.93	\$2.32	\$3.04	\$4.20
International	\$750.00	\$2.32	n/a	n/a	n/a

1.1 Business Reply Mail annual fee and prices

You will be billed an annual, non-refundable fee plus applicable taxes upon signing the *Agreement Activation Form* and upon renewal of the Agreement on each anniversary date.

Business Reply Mail customers are responsible for payment of each returned Business Reply Mail item even if the Business Reply Mail item is blank, incomplete or empty.

In addition, items that fail to meet the applicable specifications and requirements for Business Reply Mail will be subject to surcharges or price adjustment.

Canada Post will send you an invoice that summarizes the charges posted to your Business Reply Mail account. The charges reflected on the invoice are either of the annual fee and/or of a summary of the Business Reply Mail items that were returned to you.

2 ADJUSTMENTS AND SURCHARGES

Canada Post consults regularly with mailers to better understand their needs and ensure they understand Canada Post's requirements. We understand that mailing anomalies do sometimes occur within normal production cycles.

2.1 Adjustments - machineable mail requirements

All Business Reply Mail (BRM) Standard items that are rejected by Canada Post's sorting equipment, and that have visibly been altered or are visibly non-compliant, will be considered non-machineable and will be charged the appropriate Non-machineable price.

MACHINEABLE - STANDARD REQUIREMENTS	PRICE ADJUSTMENT:
BRM Essential Elements (indicia, chevrons, 3 extraction bars, 4 State barcode and human-readable line, BRM address, BRM Postal Code ^{DM} , reply paid / réponse payee and Canada)	Other (Non-standard & Oversize) Up to 100 g
Physical Characteristics (size and weight)	Other (Non-standard & Oversize) Up to 100 g
Quiet Zones on the front and back of the item	Other (Non-standard & Oversize) Up to 100 g

To reduce the risk of price adjustments, we recommend using Canada Post's free [Confirmation of artwork placement and assessment of machineability](#) service.

For accurate artwork make sure to use the BRM Artwork Online Tool at canadapost.ca/obc.

MACHINEABLE - OTHER (NON-STANDARD & OVERSIZE) REQUIREMENTS	PRICE ADJUSTMENT:
Any domestic Business Reply Mail item weighing more than 500 g will not qualify for Business Reply Mail service. Such items will be treated as parcels and will be subject to an applicable Parcels price.	Applicable Parcels price for "Other" BRM >500 g

2.2 Surcharges

Well-prepared items help ensure that your mailing receives optimum level of service. Taking time to prepare items also keeps your postal costs down by eliminating the need for additional handling. Understanding why a mailing is non-compliant is equally important.

As per Section 5.3 of the Terms and Conditions, items presented for mailing to Canada Post may be verified to determine compliance. Items deemed non-compliant may, at the discretion of Canada Post, be:

- returned at the customer's expense, to be made compliant by the Customer, where possible
- processed and charged at the next or most appropriate Product or Service category, where available
- subject to a surcharge; or
- refused for mailing.

We will send you an invoice regarding any applicable adjustments and surcharges along with a description of the non-compliance issue. If other areas of non-compliance are identified, up to two additional non-compliance matters will be indicated on the invoice to enable the customer to take corrective action and reduce the risk of future surcharges.

2.2.1 SURCHARGE APPLICABLE TO NON-MACHINEABLE CATEGORY

Due to the limited space on the invoice, surcharge details are abbreviated. The following tables identify:

- the amount of the surcharge
- the abbreviated description of the anomaly (as it will appear on the invoice) and
- quick reference description details.

10¢ NON-COMPLIANCE SURCHARGE PER ITEM FOR OTHER (NON-STANDARD AND OVERSIZE) ITEMS	
INVOICE DESCRIPTION	DESCRIPTION DETAILS
BRM artwork element incorrect	One or more elements of the Business Reply Mail artwork is incorrect
BRM artwork element missing	One or more elements of the Business Reply Mail artwork is missing
BRM specs non-compliant	Business Reply Mail specifications are non-compliant
IBRM artwork element incorrect	One or more elements of the International Business Reply Mail artwork is incorrect
IBRM artwork element missing	One or more elements of the International Business Reply Mail artwork is missing
IBRM specs non-compliant	International Business Reply Mail specifications are non-compliant

The classification and amount of surcharges can change at any time immediately upon notice to you.