

Preparing



Business Reply Mail™

IMPORTANT UPDATES

DESCRIPTION OF CHANGE		LOCATION
Amendment v1.0	Posted on November 16, 2018	Effective on January 14, 2019
No updates.		

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.

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The Preparing module provides information on how to prepare Business Reply Mail when included with one of the following services:

- Personalized Mail™ – canadapost.ca/cppmguides
- Incentive Lettermail™ – canadapost.ca/ilmguides
- International Incentive Letter-post™ – canadapost.ca/ilpguides
- Publications Mail™ – canadapost.ca/pmguides
- Neighbourhood Mail™ – canadapost.ca/cpnmguides
- Postal Code Targeting - canadapost.ca/pctguides
- Parcel Services - canadapost.ca/parcelservices

When you include Business Reply Mail cards as part of another type of mailing (e.g., either loose or attached to a Neighbourhood Mail item), the card must be folded inside or inserted in the mail item in order to cover the Business Reply Mail design elements and specific Business Reply Mail address. This will avoid confusion for the recipient and Canada Post at the time of processing.