

Depositing



International Incentive Letter-post™

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, 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

Depositing	1
1 Depositing the Mail	1
2 At the Time of Deposit	1
2.1 Where to deposit	1

DEPOSITING

The Depositing module tells you about the documents you will need at the time of deposit. This section will help ensure that your mail is deposited at a location that is properly equipped and capable of handling your mail on time.

1 DEPOSITING THE MAIL

Items must be deposited in accordance with the requirements set out in the Agreement and its supporting documentation.

If mail items are deposited under a particular preparation option and do not meet the requirements, the customer may choose to:

- pay a surcharge, if applicable
- re-work the mailing so as to meet the requirement, or
- use another appropriate Canada Post service.

2 AT THE TIME OF DEPOSIT

Each *Order (Statement of Mailing)* must be accompanied by:

- two printed copies of the electronically prepared and transmitted *Order* or the original of a manually prepared *Order*

Your signature on the *Order* confirms that you have acknowledged and have read the Terms and Conditions found on the back of the paper *Orders* or included with electronic *Orders*.

2.1 Where to deposit

Canada Post facilities are designed to ensure that your mail is handled efficiently to avoid unnecessary delays.

All items must be deposited with an authorized representative at the deposit location selected on the *Order (Statement of Mailing)*. Items cannot be deposited into street letter boxes or other mail receptacles.

Daily maximum volumes of mail apply for certain types of deposit locations.

RECEIPT VERIFICATION UNIT (RVU)	COMMERCIAL DEPOSIT CENTRES (CDC)*			CORPORATE POST OFFICE*		DELIVERY FACILITY
	LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 1	LEVEL 2	
No maximum	2 shipping units**	3 shipping units** (monotainers/pallets)	7 shipping units**	5 containers	12 containers	N/A

* This location type is not equipped to process mail received in monotainers or pallets that are double-stacked.

** A monotainer can accommodate approximately 48 letterflainers (LFTs) (40 letterflainers with lids) or 24 flats tubs.

The **Find a Deposit Location** tool is available at canadapost.ca/depositlocations will help you identify the right deposit location for your mailing based on Postal Code^{OM}, mail type and quantity. The tool will provide you more helpful information such as the deposit location address and hours.

Items deposited after the deposit location cut-off times will be considered deposited on the next business day. Visit canadapost.ca/cutofftimes for a list of deposit location cut-off times.