

# LETTER-POST (U.S.A. AND INTERNATIONAL)

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## 1 WHAT IS LETTER-POST?

Letter-post is the most economical method of sending personal and business correspondence. Items are mailed in Canada for delivery outside of Canada.

## 2 ACCEPTABLE ITEMS

ACCEPTABLE ITEMS	DEFINITION
Items composed of paper	Paper or other material with the general characteristics of paper (e.g., tickets, photographs, etc.).
Enclosures	Only paper enclosures which meet the requirements for Letter-post (U.S.A. and International).

## 3 UNACCEPTABLE ITEMS

UNACCEPTABLE ITEMS	UNACCEPTABLE WHEN ATTACHED TO A POSTCARD
<ul style="list-style-type: none"> <li>• small packets</li> <li>• goods</li> <li>• film, audio or video recording (diskettes, CD, DVD)</li> <li>• unsealed self-mailers and envelopes</li> <li>• items prohibited by law or defined as dangerous goods in Canada or in the destination country (see <a href="#">Non-mailable Matter</a> or <a href="#">International Destination Listing</a> for more information).</li> </ul>	<ul style="list-style-type: none"> <li>• photographs</li> <li>• samples of merchandise or similar articles</li> <li>• cloth, embroidery, spangles or other decorative articles</li> <li>• cuttings of any kind</li> <li>• fold-back sheets</li> <li>• other items that stick out or are in raised relief</li> </ul>

## 4 SIZE AND WEIGHT

CATEGORY	LENGTH	WIDTH	THICKNESS	ASPECT RATIO	WEIGHT	
<b>Standard</b>						
Envelopes and Self-mailers	min.	140 mm	90 mm	0.18 mm	1.3:1 (USA) / 1.4:1 (Int'l)	-
	max.	245 mm	156 mm	5 mm	2.6:1	50 g
Cards or Postcards	min.	140 mm	90 mm	0.18 mm	1.3:1	-
	max.	235 mm	120 mm	N/A	2.6:1	50 g
<b>Other Letter-post</b>	min.	140 mm	90 mm	0.18 mm		-
	max.	380 mm	270 mm	20 mm		500 g

**NOTE:** Items paid by postage stamps that do not meet the ratio but fall within maximum standard sizes are charged at the Standard Letter-post price.

## 5 PRICING INFORMATION

To obtain information on pricing, see [Canada Post Prices](#).

## 6 PAYMENT OPTIONS

Acceptable payment options. Some restrictions or conditions may apply.

PROOFS OF PAYMENT		METHODS OF PAYMENT	
CONTRACT CUSTOMER	CONSUMER	CONTRACT CUSTOMER	CONSUMER
<ul style="list-style-type: none"> <li>meter impression</li> <li>postage stamp*</li> <li>postal indicia</li> </ul>	<ul style="list-style-type: none"> <li>postage stamp</li> </ul>	<ul style="list-style-type: none"> <li>Account</li> <li>Business cheque</li> <li>Cash**</li> <li>Credit card (where available)</li> <li>Debit card (where available)**</li> <li>Meter</li> <li>Money Order**</li> <li>Postage stamp*</li> </ul>	<ul style="list-style-type: none"> <li>Cash</li> <li>Certified cheque</li> <li>Credit card (where available)</li> <li>Debit card (where available)</li> <li>International Reply Coupon</li> <li>Meter</li> <li>Money Order</li> <li>Postage stamp</li> </ul>

\* Customers using the EST cannot pay by postage stamp.

\*\* Payment by cash, debit card or Money Order is available only to customers paying at a post office.

## 7 DELIVERY STANDARDS AT A GLANCE

Delivery standards are estimates of how long it will take for the mail to be delivered and they are not guaranteed.

	U.S.A.	INTERNATIONAL
Delivery Standard	4 to 6 business days	4 to 7 business days

## 8 FEATURES AND OPTIONS

A **feature** is provided as part of the basic service. An **option** is a service enhancement which is not included and must be selected by checking a box or affixing an additional label or sticker. Most options are available for an additional fee.

	FEATURE	OPTION	DEFINITION
Return to Sender	<input checked="" type="checkbox"/>		All items that cannot be delivered or redirected will be returned to sender free of charge, provided there is a Canadian return address on the outside of the item.
Mail Forwarding	<input checked="" type="checkbox"/>		All items will be forwarded to the addressee based on the practices and requirements of the destination country's postal administration.
Registered Mail		<input checked="" type="checkbox"/>	Provides the sender with proof of mailing. Liability Coverage for loss or damage is included. See <a href="#">Registered Mail (U.S.A. and International)</a> for more information.
Literature for the Blind		<input checked="" type="checkbox"/>	Materials for the use of the blind mailed in Canada for delivery to the U.S.A. or other international destinations may be sent by Registered Mail free of charge. See <a href="#">Literature for the Blind</a> for more information.

## 9 LABELS AND DOCUMENTATION REQUIRED

ALL ITEMS CONTAINING PAPER DOCUMENTS VALUED AT...	
Less than \$500 in value	<ul style="list-style-type: none"> <li>require a completed CN22 (43-074-076)</li> </ul>
\$500 or more in value	<ul style="list-style-type: none"> <li>require a completed CN22 (43-074-076) and CP72 (43-074-172)</li> </ul>

## 10 FORMAT

FORMAT	REQUIREMENTS
Envelopes	<ul style="list-style-type: none"> <li>must be rectangular</li> <li>envelopes must be sealed (irregularly shaped cards/postcards must be sent in a sealed envelope)</li> <li>must bear the words "AIR MAIL" and/or "PAR AVION" (printed on a black or blue label).</li> </ul>
Transparent plastic envelopes	<p><b>If the plastic can be written on</b> - a sample must be tested and approved by Canada Post</p> <p><b>If the plastic cannot be written on</b> - the plastic film must have a 20 mm-wide white opaque band (large enough for the mailing address, postage and service instructions).</p>
Window envelopes	the window has a transparent cover parallel to the length of the envelope, which must be easily read.
Postcards	<ul style="list-style-type: none"> <li>the right-hand half of the back must be used for the addressee, service instructions and postage</li> <li>must bear the words "POSTCARD" or "CARTE POSTALE" on the address side (except on the illustrated and picture postcards).</li> </ul>

## 11 ADDRESSING

Addresses must be legible and complete with only one return address on each item, and if used, that return address must be Canadian. See [Addressing Guidelines](#) for complete details.

## 12 DEPOSITING

IF PAID FOR BY...	OPTIONS FOR DEPOSIT
Stamp or meter impression	<ul style="list-style-type: none"> <li>in a street letter box or at any post office or processing facility</li> </ul>
by Account	<ul style="list-style-type: none"> <li>dropped off at a post office or processing plant</li> </ul>

Visit [canadapost.ca/depositlocations](http://canadapost.ca/depositlocations) for a list of deposit location types and the maximum volume acceptable per day, by location.

## 13 DELIVERING

Letter-post items are mailed to transfer points for delivery by the postal administration of the destination country.