

This document has been designed to inform **Lettermail™, Incentive Lettermail™, Neighbourhood Mail™, Personalized Mail™, Postal Code Targeting and Publications Mail™** customers of the cut-off times applicable at Canada Post facilities and identify the acceptable induction locations for machineable mailings.

## **1 CUT-OFF TIMES**

Delivery standards for items deposited at Canada Post facilities are subject to cut-off times. Cut-off times, a common business practice, are required by Canada Post to allow time for local processing (sorting and dispatching to downstream locations) in order to meet delivery standards.

### **1.1 Cut-off times for mailings deposited at Canada Post Receipt Verification Units (RVUs)**

Subject to verification, mail received at a Canada Post RVU:

- **before** the published cut-off time – will be processed on the **same business day**
- **after** the published cut-off time – will be processed on the **next business day** unless operational capacity within the deposit location allows for same-day processing.

### **1.2 Cut-off times for Neighbourhood Mail deposited at a Delivery Installation responsible for local delivery in an urban centre**

Neighbourhood Mail received at a Delivery Installation:

- **before** 11:00 a.m. – may be delivered the next business day
- **after** 11:00 a.m. – may result in the delivery beginning the second business day after the deposit of the mailing.

Refer to the “Deposit” module at [canadapost.ca/cpnmguides](http://canadapost.ca/cpnmguides) for more information.

## **2 INDUCTION LOCATIONS FOR MACHINEABLE MAILINGS**

Machineable mailings must be deposited at one of the Canada Post approved sites identified in **Section 3 “Induction Locations and Cut-off Times”** of this document.

### 3 INDUCTION LOCATIONS AND CUT-OFF TIMES

Cut-off times indicated are for all services unless otherwise stated.

GEOGRAPHICAL AREA	PROCESSING FACILITY	ADDRESS	SITE NUMBER	APPROVED MACHINEABLE SITES		LOCAL CUT-OFF TIME
				STANDARD	OVERSIZE	
Atlantic	St. John's	98 KENMOUNT RD PO BOX 13037 ST. JOHN'S NL A1B 1W0	7391	yes	no**	Lettermail – 17:00 Incentive Lettermail – 17:00 Neighbourhood Mail - 18:00 Personalized Mail – 18:00 Postal Code Targeting - 18:00 Publications Mail – 18:00
	Halifax	6175 ALMON ST HALIFAX NS B3K 5N2	1071	yes	no*	18:00
	Saint John	125 ROTHESAY AVE SAINT JOHN NB E2L 2B0	0023	yes	no*	18:00
	Moncton	680 MALENFANT BLVD DIEPPE NB E1A 5V0	1012	yes	no*	18:00
Québec	Léo Blanchette	555 MCARTHUR AVE SAINT-LAURENT QC H4T 1T4	1086	yes	yes	19:00
	Québec Randin	5055 HUGUES-RANDIN ST QUÉBEC QC G2C 1A0	1079	yes	no*	19:00
Huron and Rideau	Ottawa	1424 SANDFORD FLEMING AVE OTTAWA ON K1G 1C0	0015	yes	yes	18:00
	Hamilton	393 MILLEN RD STONE CREEK ON L8E 5A8	1047	yes	yes	18:00
	Kitchener	70 TRILLIUM DR KITCHENER ON N2E 2C0	1024	yes	yes	18:00
	London	951 HIGHBURY AVE LONDON ON N5Y 1B0	7698	yes	yes	18:00
	Thunder Bay	1005 ALLOY DRIVE THUNDER BAY ON P7B 5X0	0485	yes	no*	18:00
	Windsor	4255 WALKER RD WINDSOR ON N8W 4W0	1057	yes	no*	17:00
Greater Toronto Area	Toronto Gateway	4567 DIXIE RD MISSISSAUGA ON L4W 1S2	1029	yes**	yes	Lettermail – 17:00 Incentive Lettermail – 17:00 Neighbourhood Mail - 18:00 Personalized Mail – 19:00 Postal Code Targeting - 19:00 Publications Mail – 19:00
	Toronto South Central	969 EASTERN AVE TORONTO ON M4L 1A5	1089	yes	yes	19:00
Prairie	Winnipeg	1870 WELLINGTON AVE WINNIPEG MB R3H 3H3	1329	yes	yes	18:00
	Regina	2200 SASKATCHEWAN DR REGINA SK S4P 0B0	5430	yes	no*	18:00
	Saskatoon	817 51st ST E SASKATOON SK S7K 5C6	1044	yes	no*	18:00
	Calgary	1100 49 AVE NE CALGARY AB T2E 0A0	1066	yes	yes	18:00
	Edmonton	12135 149th ST NW EDMONTON AB T5L 2J0	1013	yes	yes	18:00
Pacific	Pacific Processing Centre	5940 FERGUSON ROAD RICHMOND BC V7B 0B1	1186	yes	yes	17:00
	Victoria	4181 GLANFORD AVE VICTORIA BC V8Z 4B0	1052	yes	no*	18:00

\* **Exception:** Oversize Machineable Mail - Personalized Mail.

\*\* Machineable Incentive Lettermail mailings cannot be deposited at this location.

**NOTE:** Cut-off times are subject to change without notice.

## 4 DEPOSIT LOCATION TYPES

We have assessed the capabilities of our deposit locations to ensure they are properly equipped and capable of handling your mail efficiently and on time. The type of mail and the volume which can be accepted in each of these facilities have been defined into the following Deposit Location Types:

- **Receipt Verification Units (RVUs)** accept all products and all volumes with the exception of machineable mail (i.e.: mail prepared in accordance with the Machineable Mail Specifications). Not all RVUs can accept all types of Machineable Mail (see [Section 3](#)).
- **Commercial Deposit Centres (CDCs)** accept, verify, and process commercial mailings with the exception of Machineable Publications Mail (customers will be referred to the nearest RVU). Commercial mailings deposited at a CDC will continue to be processed at a Canada Post mail processing plant.

LEVEL 1	LEVEL 2	LEVEL 3
2 shipping units	3 shipping units (monotainers / pallets)	7 shipping units

- **Corporate Post Offices** accepts all commercial products except Machineable Publications Mail and Postal Code Targeting. These deposit locations can accept up to the equivalent of five containers (customers will be referred to the nearest CDC or RVU).

LEVEL 1	LEVEL 2
5 containers	12 containers

- **Delivery Facilities** accepts Neighbourhood Mail™ for local delivery (to a maximum of full coverage for that Delivery Facility) - not applicable for mailings requiring transportation to another delivery facility.

Refer to the **Find a Deposit Location** tool at [canadapost.ca/depositlocations](http://canadapost.ca/depositlocations) to identify the right deposit location for your mailing based on mail type and quantity.

**NOTE:** This location type is not equipped to process mail received in monotainers or pallets that are double-stacked. A monotainer can accommodate approximately 48 letterflatainers (LFTs) (40 letterflatainers with lids) or 24 Flats tubs.