

Posted September 21, 2015

Effective September 21, 2015

This checklist is provided to help you meet and understand the requirements when preparing Canada Post Neighbourhood Mail (Unaddressed Admail) mailings. This checklist is not exhaustive. For complete details, please see the Mail Preparation and Presortation Guide - Canada Post Neighbourhood Mail (Unaddressed Admail) at canadapost.ca/mailpreparation.

| REF # | NAME OF DOCUMENT | REF # | NAME OF DOCUMENT |
|-------|--|-------|---|
| 1 | <i>Canada Post Neighbourhood Mail (Unaddressed Admail) Mail Preparation and Presortation Guide</i> | 4 | National Presortation Schematic |
| 2 | <i>Brick-Piling Mail Preparation and Presortation Guide</i> | 5 | Business and Residential Counts and Maps |
| 3 | <i>Canada Post Neighbourhood Mail (Unaddressed Admail) Customer Guide</i> | 6 | Canada Post Neighbourhood Mail (Unaddressed Admail) Price Sheet canadapost.ca/uasupportdocuments |

| ✓ | BEFORE YOU DEPOSIT THE MAIL, ENSURE THAT... | REF # | REFERENCE(S) |
|--------------------------|---|--------|------------------------------|
| <input type="checkbox"/> | An <i>Order (Statement of Mailing)</i> is properly completed for each mailing. To confirm that the items meet Canada Post's specifications for Canada Post Neighbourhood Mail (Unaddressed Admail), one representative sample for each variation (weight, size, content) should be provided at the time of deposit. Otherwise, one sample item will be removed from the mailing for Canada Post's records and verification at the time of deposit. | 3 | Section 4.2.1 |
| <input type="checkbox"/> | If you require Canada Post to transport your items to Delivery Installation(s), Transportation fees must be included on the <i>Order (Statement of Mailing)</i> . | 3 | Section 4.2.2 |
| <input type="checkbox"/> | The item meets the maximum size and weight requirements: <ul style="list-style-type: none"> a) for Standard items with Letter Carrier delivery [length 30.50 cm (12 in), width 15.24 cm (6 in), thickness 1.91 cm (0.75 in), weight 230 g (8.1 oz)]; b) for Oversize items with Letter Carrier delivery [length 30.50 cm (12 in), width 22.85 cm (9 in), thickness 1.91 cm (0.75 in), weight 230 g (8.1 oz)]; c) for Standard items with Non-Letter Carrier delivery [length 30.50 cm (12 in), width 15.24 cm (6 in), thickness 3.81 cm (1.5 in), weight 1,000 g (35.3 oz)]. d) for Oversize items with Non-Letter Carrier delivery [length 35.56 cm (14 in), width 28 cm (11 in), thickness 3.81 cm (1.5 in), weight 1,000 g (35.3 oz)]. | 3 | Section 2.3 |
| <input type="checkbox"/> | If your item contains an insert, it is firmly attached or folded into the item and will not become separated during normal handling of the mail. | 3 | Section 2.1.2 |
| <input type="checkbox"/> | If the item is a sample (non-printed matter or a trial size portion of an actual product), it may be distributed on its own, attached, or enclosed in an envelope with or without printed matter. | 3 | Section 2.1.2.2 |
| <input type="checkbox"/> | Each bundle is securely strapped with a height of less than 152.4 mm (6 in) for Letter Carrier delivery and less than 200 mm (8 in) for Non-Letter Carrier delivery. | 1 3 | Section 3.1 Section 3.3 |
| <input type="checkbox"/> | Bundles are enclosed in sealed lettertainer, flat tubs (for Oversize items only) or sturdy Customer-supplied container(s) weighing less than 22.7 kg (50 lb), or enclosed in <i>Flexipack™</i> pouches [weighing less than 6 kg (small) and weighing less than 11 kg (large)]. | 1 3 | Section 3.2 Section 3.3.2 |
| <input type="checkbox"/> | Container labels are properly completed and securely attached. | 1 | Section 3.4 |
| <input type="checkbox"/> | All monotainers and pallets are properly labelled on two sides. | 1 2 | Section 3.5.2 Section 6 |
| <input type="checkbox"/> | Brick-piled mailings on pallets measure at least 150 mm in height (excluding the height of the pallet), a maximum of 1.5 m high (including the pallet), weigh less than 900 kg and are secured by 3 layers of stretch-wrapping. | 2 | Section 1.3 Section 5.1 |

| USEFUL LINKS | URL |
|--|--|
| <i>Mail Preparation and Presortation Guide - Canada Post Neighbourhood Mail (Unaddressed Admail)</i> | canadapost.ca/mailpreparation |
| <i>Mail Preparation and Presortation Guide - Brick-Piling</i> | canadapost.ca/mailpreparation |
| <i>Customer Guide - Canada Post Neighbourhood Mail (Unaddressed Admail)</i> | canadapost.ca/customerguides |
| Online Business Centre (OBC) | canadapost.ca/newuser |
| <i>Electronic Shipping Tools (EST) User Guide</i> | canadapost.ca/newuser |
| Householder Counts and Maps | canadapost.ca/cpc2/addrm/hh/default-e.asp |
| Electronic Shipping Tools (EST) Help Desk | 1-866-511-0546 |