

This document has been designed to inform 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 Lettermail, Incentive Lettermail, Addressed Admail, Publications Mail and Unaddressed Admail 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.

The Receipt Verification Unit (RVU) will scan the *Order (Statement of Mailing)* at the time of receipt. This scan (referred to as Order Received) determines the time the mail is received.

1.2 Cut-off times for Unaddressed Admail deposited at a Delivery Installation responsible for local delivery in an urban centre

Unaddressed Admail 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 [section 4.2.4 When to Deposit](#) in the *Unaddressed Admail Customer Guide* for more information.

2 INDUCTION LOCATIONS FOR MACHINEABLE MAILINGS

Machineable mailings:

- Standard / Short and Long (S/L) and Oversize (O/S) Machineable Mail (Addressed Admail, Incentive Lettermail and Publications Mail)
- Short and Long (S/L) Machineable Presort (Addressed Admail)

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/SHORT AND LONG	OVERSIZE	
Atlantic	St.John's	98 KENMOUNT RD ST. JOHN'S NL A1B 3R1	I085	yes*	no	Lettermail – 17:00 Incentive Lettermail – 17:00 Addressed Admail – 18:00 Publications Mail – 18:00 Unaddressed Admail - 18:00
	Halifax	6175 ALMON ST HALIFAX NS B3K 5N2	I071	yes*	no	18:00
	Saint John	125 ROTHESAY AVE SAINT JOHN NB E2L 2B0	I082	yes*	no	18:00
	Moncton	680 MALENFANT BLVD DIEPPE NB E1A 5V0	I012	no	no	18:00
Québec	Léo Blanchette	555 MCARTHUR AVE SAINT-LAURENT QC H4T 1T4	I086	yes*	yes	19:00
	Québec Randin	5055 HUGUES-RANDIN ST QUÉBEC QC G2C 1A0	I079	yes*	no	19:00
Huron and Rideau	Ottawa	1424 SANDFORD FLEMING AVE OTTAWA ON K1A 0C1	I077	yes	yes	18:00
	Hamilton	393 MILLEN RD STONEY CREEK ON L8E 5A8	I047	yes*	yes	18:00
	Kitchener	70 TRILLIUM DR KITCHENER ON N2E 2C0	I024	yes*	yes	18:00
	London	951 HIGHBURY AVE LONDON ON N5Y 1B0	I074	yes*	yes	18:00
	Thunder Bay	1005 ALLOY DRIVE THUNDER BAY ON P7B 5W0	I094	yes	no	18:00
	Windsor	4255 WALKER RD WINDSOR ON N8W 4W0	I057	yes	no	17:00
Greater Toronto Area	Toronto Gateway East	4567 DIXIE RD MISSISSAUGA ON L4W 1S2	I029	yes**	yes	Lettermail – 17:00 Incentive Lettermail – 17:00 Addressed Admail – 19:00 Publications Mail – 19:00 Unaddressed Admail - 18:00
	Toronto Gateway West		I075	yes**	yes	
	Toronto South Central	969 EASTERN AVE TORONTO ON M4L 1A5	I089	yes*	yes	19:00
	Newmarket	190 MULOCK NEWMARKET ON L3Y 5N0	I096	no	no	17:00
Prairie	Winnipeg	1870 WELLINGTON AVE WINNIPEG MB R3H 3H3	I329	yes*	yes	18:00
	Regina	2200 SASKATCHEWAN DR REGINA SK S4P 0B5	I080	yes*	no	18:00
	Saskatoon	817 51st ST E SASKATOON SK S7K 5C6	I044	yes*	no	18:00
	Calgary	1100 49th AVE NE CALGARY AB T2E 0A0	I066	yes	yes	18:00
	Edmonton	12135 149th ST EDMONTON AB T5L 2J0	I067	yes*	yes	18:00

GEOGRAPHICAL AREA	PROCESSING FACILITY	ADDRESS	SITE NUMBER	APPROVED MACHINEABLE SITES		LOCAL CUT-OFF TIME
				STANDARD/ SHORT AND LONG	OVERSIZE	
Pacific	Vancouver MPP	349 WEST GEORGIA ST VANCOUVER BC V6B 1Z1	I090	yes	yes	17:00
	Vancouver PDC	2551 NO. 6 ROAD RICHMOND BC V6V 1P0	I090	no	no	16:00
	Victoria	4181 GLANFORD AVE VICTORIA BC V8Z 4B0	I091	yes	no	18:00

* This induction location has new automated equipment.

** This induction location has new automated equipment, however, Machineable Incentive Lettermail mailings cannot be deposited at this location.

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