MAIL DEPOSIT PRACTICES

We have assessed the capabilities of our mail deposit locations to ensure they are properly equipped and capable of handling your mailefficiently and on time. Please refer to the chart below for more detailed information on the different location types, acceptable products/services, and maximum volume each location can handle.

Note: The product/service types and volume limits in the chart below do not apply to full-rate mail paid by postage meter or stampsdeposited without a Statement of Mailing. Full-rate mail can be deposited at any Canada Post location.

The maximum number of containers or mail items identified in the chart below refers to total number of containers or mail items, regardless of service type, allowed per customer / mailer per day at the deposit location.

Site Type	Product Type	Maximum Volume
Receipt Verification Unit (RVU)	All	No volume limits
	Except Machineable Mail (Refer to the "Preparing" module of the appropriate Customer Guide). Not allRVUs are approved to accept all types of Machineable Mail. The list of approved induction locations for Machineable Mail can be found at canadapost.ca/cutofftimes.	
Commercial Deposit Centre (CDC) **LEVEL 1** (including * Deliver Tonight Parcels) **Note:** This location type is not equipped to processmail received in monotainers or pallets that are double-stacked. Only unstacked monotainers and pallets are accepted.	Neighbourhood Mail	**2 monotainers** per mailer per day (Standard 64K or Oversize 8K)
	▪ Machineable STD Incentive Lettermail ▪ Machineable and Special Handling Personalized Mail ▪ Postal Code Targeting ▪ Special Handling and Delivery Facility Presort (DFP) Publications Mail ▪ All Letter-post	**2 monotainers** per mailer per day (Standard 33K or Oversize 8K)
	▪ Machineable Publications Mail ▪ Machineable OS Incentive Lettermail	Not accepted
	Parcels	**2 monotainers** per mailer per day (Parcels 100, Packets 1,050)
	• Deliver Tonight Parcels	**No volume limits**
Commercial Deposit Centre (CDC) **LEVEL 2** **Note:** This location type is not equipped to processmail received in monotainers or pallets that are double-stacked. Only unstacked monotainers and pallets are accepted.	Neighbourhood Mail	**3 monotainers** per mailer per day (Standard 96K or Oversize 12K)
	▪ Machineable STD Incentive Lettermail ▪ Machineable and Special Handling Personalized Mail ▪ Postal Code Targeting ▪ Special Handling and Delivery Facility Presort (DFP) Publications Mail ▪ All Letter-post	**3 monotainers** per mailer per day (Standard 50K or Oversize 12K)
	▪ Machineable Publications Mail ▪ Machineable OS Incentive Lettermail	Not accepted
	Parcels	**3 monotainers** per mailer per day (Parcels 150, Packets 1,500)
Commercial Deposit Centre (CDC) **LEVEL 3** **Note:** This location type is not equipped to processmail received in monotainers or pallets that are double-stacked. Only unstacked monotainers and pallets are accepted.	Neighbourhood Mail	**7 monotainers** per mailer per day (Standard 224K or Oversize 28K)
	▪ Machineable STD Incentive Lettermail ▪ Machineable and Special Handling Personalized Mail ▪ Postal Code Targeting ▪ Special Handling and Delivery Facility Presort (DFP) Publications Mail ▪ All Letter-post	**7 monotainers** per mailer per day (Standard 117K or Oversize 28K)
	▪ Machineable Publications Mail ▪ Machineable OS Incentive Lettermail	Not accepted
	Parcels	**7 monotainers** per mailer per day (Parcels 350, Packets 3,500)

Site Type	Product Type	Maximum Volume
Retail Post Office **LEVEL 1** **** Note:** Lithium (ion or metal) batteries that are uninstalled (alone or packed with a device) or installed exceeding 4 cells or 2 batteries are only acceptable by ground (Regular Parcel™ or Expedited Parcel™ services) when deposited at a Post Office.	Neighbourhood Mail	**5 containers*** (Standard 4K or Oversize 1K)
	• Machineable STD Incentive Lettermail • Machineable and Special Handling Personalized Mail • Special Handling and Delivery Facility Presort(DFP) Publications Mail • All Letter-post	**5 containers*** (Standard 2K or Oversize 0.5K)
	• Machineable Publications Mail • Machineable OS Incentive Lettermail • Postal Code Targeting	Not accepted
	Parcels**	**5 containers*** per mailer per day (Parcels 15, Packets 20)
Retail Post Office **LEVEL 2** **** Note:** Lithium (ion or metal) batteries that are uninstalled (alone or packed with a device) or installed exceeding 4 cells or 2 batteries are only acceptable by ground (Regular Parcel™ or Expedited Parcel™ services) when deposited at a Post Office.	Neighbourhood Mail	**12 containers*** (Standard 10K or Oversize 2K)
	• Machineable STD Incentive Lettermail • Machineable and Special Handling Personalized Mail • Special Handling and Delivery Facility Presort(DFP) Publications Mail • All Letter-post	**12 containers*** (Standard 4K or Oversize 1K)
	• Machineable Publications Mail • Machineable OS Incentive Lettermail • Postal Code Targeting	Not accepted
	Parcels**	**12 containers*** per mailer per day (Parcels 36, Packets 40)
Retail Post Office **LEVEL 3** **** Note:** Lithium (ion or metal) batteries that are uninstalled (alone or packed with a device) or installed exceeding 4 cells or 2 batteries are only acceptable by ground (Regular Parcel™ or Expedited Parcel™ services) when deposited at a Post Office.	Neighbourhood Mail	**Standard 24 containers** **Oversize 18 Containers*** (Standard 20K or Oversize 3K)
	• Machineable STD Incentive Lettermail • Machineable and Special Handling Personalized Mail • Special Handling and Delivery Facility Presort(DFP) Publications Mail • All Letter-post	**18 containers*** (Standard 6K or Oversize 1.5K)
	• Machineable Publications Mail • Machineable OS Incentive Lettermail • Postal Code Targeting	Not accepted
	Parcels**	**33 containers*** per mailer per day (Parcels 100, Packets 100)
Containers* = Canada Post-supplied Letterflatainers (LFTs) and Flats tubs or Customer-supplied hard-sided containers including cardboard containers.Refer to the appropriate Customer Guide at canadapost.ca/postalservices under "Preparing" module to determine container requirements.		
Delivery Facility (DF) **Note:** This location type is not equipped to processmail received in monotainers or pallets that are double-stacked. Only unstacked monotainers and pallets are accepted.	Neighbourhood Mail	Neighbourhood Mail for local delivery only
	• Machineable STD/OS Incentive Lettermail • Machineable and Special Handling Personalized Mail • Postal Code Targeting • Machineable, Special Handling and Delivery Facility Presort (DFP) Publications Mail • All Letter-post	Not accepted
	Parcels	

DEPOSIT LOCATION TYPES:

RVUs (Receipt Verification Units) accept **all products/services and all volumes** with the exception of Machineable Mail. Not all RVUs are approved to accept all types of Machineable Mail.

CDCs (Commercial Deposit Centres) are facilities that are equipped to 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. CDCs are permitted to accept up to the equivalent of **2 shipping units (monotainers/pallets) CDC Level 1, 3 shipping units (monotainers/pallets) CDC Level 2 or 7 shipping units (monotainers/ pallets) CDC Level 3** – of commercial mail per day per customer (customers exceeding these volumes will be referred to the nearest RVU).

Retail Post Offices can accept up to the equivalent of **5 containers (Retail Post Office Level 1)** or **12 containers (Retail Post Office Level 2)** or **18 containers (Retail Post Office Level 3)** of commercial mail per day per customer. Customers with volumes exceeding the permitted quantities or with Machineable Publications Mail or Machineable OS Incentive Lettermail or Postal Code Targeting will be referred to the nearest CDC or approved RVU.

DF (Delivery Facilities) that have not been designated as CDCs will not accept commercial mailings, except Neighbourhood Mail for local delivery (to a maximum of full coverage for that Delivery facility).

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