

Direct Marketing and Transaction Mail depositing information

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1. Overview

We've designed this document for customers using:

- Lettermail™
- Incentive Lettermail™
- Neighbourhood Mail™
- Personalized Mail™
- Postal Code Targeting
- Publications Mail™

It's meant to:

- Inform these customers of the cut-off times applicable at our facilities
- Find the acceptable induction locations for Machineable Mail mailings

The information provided on these pages is subject to change without notice.

Delivery standards for items deposited at our facilities depend on cut-off times. We require cut-off times, a common business practice, to allow time for local processing (sorting and dispatching to downstream locations) to meet delivery standards. Delivery standards aren't guaranteed.

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

We'll process mail received at a Receipt Verification Unit (RVU) at different times depending on when we received the mail.

Subject to verification by us, if we received the mail:

- Before the published cut-off time:
 - We'll process the mail on the same business day
- After the published cut-off time:
 - We'll process the mail on the next business day unless operational capacity in the deposit location allows for same-day processing

Neighbourhood Mail cut-off times for local delivery in an urban centre

Subject to verification by us, Neighbourhood Mail received at a Delivery Installation:

- Before 11:00 a.m. may result in the delivery beginning 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 [Depositing section of the Neighbourhood Mail customer guide](#) for more information.

2. Induction locations and cut-off times

You must deposit Machineable mailings at one of the approved sites found in the table below. Cut-off times shown are for all services unless otherwise stated.

Processing facilities and local cut-off times

<i>Processing facility</i>	<i>Standard</i>	<i>Oversize</i>	<i>Local cut-off time</i>
<i>Atlantic</i>			
<i>St John's 98 Kenmount Rd PO BOX 13037 St John's NL A1B 1W0 Site number 7391</i>	Yes	No ²	Lettermail™ - 5 pm Incentive Lettermail™ - 5 pm Neighbourhood Mail™ - 6 pm Personalized Mail™ - 6 pm Postal Code Targeting - 6 pm Publications Mail™ - 6 pm
<i>Halifax 6175 Almon St Halifax NS B3K 5N2 Site number 1071</i>	Yes	No ¹	6 pm

<i>Processing facility</i>	<i>Standard</i>	<i>Oversize</i>	<i>Local cut-off time</i>
<i>Saint John</i> <i>125 Rothesay Ave</i> <i>Saint John NB E2L 2B0</i> <i>Site number 0023</i>	Yes	No ¹	6 pm
<i>Moncton</i> <i>680 Malenfant Blvd</i> <i>Dieppe NB E1A 5V0</i> <i>Site number I072</i>	Yes	No ¹	6 pm
<i>Québec</i> <i>Léo Blanchette</i> <i>555 McArthur Ave</i> <i>Saint-Laurent QC H4T</i> <i>1T4</i> <i>Site number I086</i>	Yes	Yes	7 pm
<i>Québec Randin</i> <i>5055 Hugues-Randin St</i> <i>Québec QC G2C 1A0</i> <i>Site number I079</i>	Yes	No ¹	7 pm
<i>Huron and Rideau</i> <i>Ottawa</i> <i>1424 Sandford Fleming</i> <i>Ave</i> <i>Ottawa ON K1G 1C0</i> <i>Site number 0015</i>	Yes	Yes	6 pm

<i>Processing facility</i>	<i>Standard</i>	<i>Oversize</i>	<i>Local cut-off time</i>
<p><i>Hamilton</i> 393 Millen Rd Stoney Creek ON L8E 5A8 Site number I047</p>	Yes	Yes	6 pm
<p><i>Kitchener</i> 70 Trillium Dr Kitchener ON N2E 2C0 Site number I024</p>	Yes	Yes	6 pm
<p><i>London</i> 951 Highbury Ave London ON N5Y 1B0 Site number 7698</p>	Yes	Yes	6 pm
<p><i>Thunder Bay</i> 1005 Alloy Dr Thunder Bay ON P7B 5X0 Site number 0485</p>	Yes	No ¹	6 pm
<p><i>Windsor</i> 4255 Walker Rd Windsor ON N8W 4W0 Site number I057</p>	Yes	No ¹	5 pm
<p><i>Greater Toronto Area</i></p>			
<p><i>Toronto Gateway</i></p>	Yes ²	Yes	Lettermail™ - 5 pm

<i>Processing facility</i>	<i>Standard</i>	<i>Oversize</i>	<i>Local cut-off time</i>
<p><i>4567 Dixie Rd</i> <i>Mississauga ON L4W</i> <i>1S2</i> <i>Site number I029</i></p>			<p>Incentive Lettermail™ - 5 pm Neighbourhood Mail™ - 6 pm Personalized Mail™ - 7 pm Postal Code Targeting - 7 pm Publications Mail™ - 7 pm</p>
<p><i>Toronto South Central</i> <i>969 Eastern Ave</i> <i>Toronto ON M4L 1A5</i> <i>Site number I089</i></p>	Yes	Yes	7 pm
<p><i>Prairie</i></p>			
<p><i>Winnipeg</i> <i>1870 Wellington Ave</i> <i>Winnipeg MB R3H 3H3</i> <i>Site number I329</i></p>	Yes	Yes	6 pm
<p><i>Regina</i> <i>2200 Saskatchewan Dr</i> <i>Regina SK S4P 0B0</i> <i>Site number 5430</i></p>	Yes	No ¹	6 pm
<p><i>Saskatoon</i> <i>817 51st St E</i> <i>Saskatoon SK S7K 5C6</i> <i>Site number I044</i></p>	Yes	No ¹	6 pm

<i>Processing facility</i>	<i>Standard</i>	<i>Oversize</i>	<i>Local cut-off time</i>
Calgary 1100 49 Ave NE Calgary AB T2E 0A0 Site number I066	Yes	Yes	6 pm
Edmonton 12135 149 th St NW Edmonton AB T5L 2J0 Site number I013	Yes	Yes	6 pm
Pacific			
Pacific Processing Centre 5940 Ferguson Rd Richmond BC V7B 0B1 Site number I186	Yes	Yes	5 pm
Victoria 4181 Glanford Ave Victoria BC V8Z 4B0 Site number I052	Yes	No ¹	6 pm

¹ Exception: Oversize Machineable Mail - Personalized Mail.

² You can't deposit Machineable Incentive Lettermail mailings at this location.



Please note:

Cut-off times can change without notice.

3. Deposit location types

We've assessed the capabilities of our deposit locations to make sure they're properly equipped and capable of handling your mail efficiently and on time. We've defined the type of mail and the volume which we can accept by deposit location type.

Receipt Verification Units (RVUs)

Receipt Verification Units (RVUs) accept all products and all volumes except for Machineable Mail (mail prepared under the Machineable Mail Specifications). Not all RVUs can accept all Machineable Mail (see the [Induction locations and cut-off times table](#)).

Commercial Deposit Centres (CDCs)

Commercial Deposit Centres (CDCs) accept, verify, and process commercial mailings except for Machineable Publications Mail (we'll refer you to the nearest Receipt Verification Unit [RVU]). We'll continue to process commercial mailings deposited at a CDC at one of our mail processing plants.

Monotainers or pallets

Level 1: 2 shipping units

Level 2: 3 shipping units

Level 3: 7 shipping units

Corporate Post Offices

Corporate Post Offices accept all commercial mailings except Machineable Publications Mail and Postal Code Targeting (we'll refer you to the nearest Commercial Deposit Centre [CDC] or Receipt Verification Unit [RVU]).

Level 1: 5 containers

Level 2: 12 containers

Delivery Facilities

Delivery Facilities accept Neighbourhood Mail™ for local delivery (up to full coverage for that Delivery Facility). This isn't applicable for mailings needing transportation to another delivery facility.



Please note:

Delivery Facilities aren't equipped to process mail received in monotainers or pallets that are double-stacked. A monotainer can accommodate about 48 letterflatainers (LFTs) (40 letterflatainers with lids) or 24 Flats tubs.

Refer to the [Find a deposit location tool](#) to identify the right deposit location for your mailing based on mail type and quantity.