Label specifications

Last Updated: January 11, 2021

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Software Evaluation and Recognition Program (SERP) generated label specifications

These specifications are intended to provide you with the requirements to produce container labels for special handling mailings.

These container labels are produced using Software Evaluation and Recognition Program (SERP) software. The SERP software ensures that all the required data elements and the barcode content are provided before you print container labels for your mailing.

It's simpler and recommended that you use the labels produced by a SERP software. If this isn't possible, you need to contact your Canada Post sales representative to request a copy of the Engineering Specification 3651 - Shipping Unit and Container Labels for Special Handling. That document gives detailed instructions and technical rules to generate 2D barcoded labels. Once you've completed your implementation, you must submit label samples to us. We'll verify that they're compliant with Specification 3651.

If you have any questions about SERP-generated container labels, please contact your SERP software provider. For the current list of Canada Post recognized SERP software, visit our SERP software vendor page .

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Applicable documents

Approvals

Container label benefits and applicability

Container label samples for special handling Personalized Mail

Container label samples for special handling Publications Mail

Applicable documents

- 3651: Canada Post -Shipping Unit and Container Label Specification for Personalized Mail and Publications Mail Special Handling
- ISO/IEC 15415: Barcoded symbol print quality test specification – Two-dimensional symbols.
- ISO/IEC 16022: Data Matrix barcode symbology specification.

Approvals

The engineering authority must approve additions and changes to the data and encoding scheme.

Physical labels must be submitted for testing and will be evaluated for barcode data content, print quality and overall label layout.

Please contact order acceptance for information at centauto@canadapost.ca.

Label benefits and applicability

Improvements and usage

The new container labels have improved data elements and barcode content that will streamline receiving and verification activities when you deposit your mail. The new labels also streamline sortation and material handling activities in our mail processing plants.

Barcoded container labels apply to:

- Personalized Mail™ special handling and Publications Mail™ special handling (mandatory)
- Delivery Facility Presort (DFP) and Machineable Mail (available for customers wanting label standardization)

Container Label Stock

Characteristic: Flat Label (continuous strips or individually produced)

Size: Width: 152 mm x Height: 67 mm (with ± 0.5 mm tolerance for each dimension)

Colour: White

Thickness: Label Paper Stock Requirements Examples

- Cover, not less than 65 lb. (175 gsm)
- Index, not less than 90 lb. (160 gsm)
- Bond, not less than 32 lb. (120 gsm)

The card must be sufficiently rigid to enable secure retention within the mail container card holder (sleeve or frame) during handling transportation.

Container label print specification

Printer: High-contrast Data Matrix printing capabilities (for example, thermal or laser printer)

Print colour: Black

Print Instructions: Print on one side only and when printing labels using Adobe® Acrobat®, to ensure the labels print to the correct size, the print instructions must be set to "Actual size". If using continuous rolls or perforated stock, make sure your labels print in the designated print area with no offset impeding the white margins and white quiet zone of 3 mm around the barcode perimeter, especially to the left and right side of

the barcode.

PDF print scaling: If printing PDF label files, make sure you set the scaling option to "None" to preserve the original font, graphic and barcode dimensions.

Print quality: Minimum Grade B as per ISO/IEC 15415 Specification.

Label cutting: Carefully cut your labels to preserve their dimensions, white margins and 3 mm quiet zones around the barcode perimeter, to ensure your labels stay sturdy in the label holders and to maximize scanning readability.

Label insertion: Insert the container labels in the label holder before depositing your mail. The data matrix barcode and its 3 mm wide quiet zone must extend completely outside the holder.
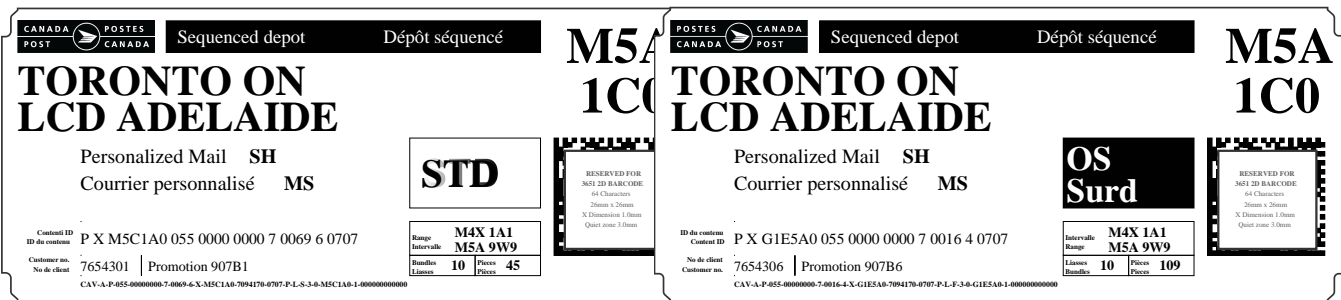
Container label samples
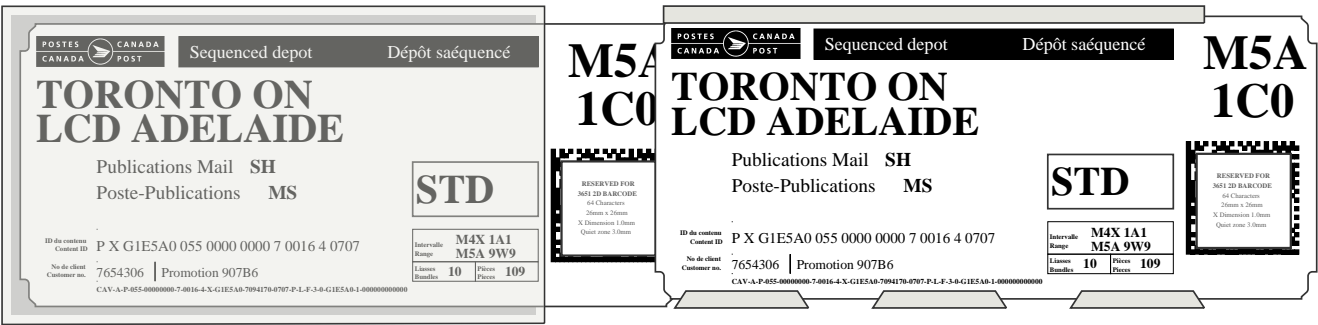
Container label in flats tub sleeve

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Container label in Letterflatainer label holder

This image is not to scale

Container label samples for special handling Personalized Mail

Standard special handling barcoded container label

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Oversize special handling barcoded container label

This image is not to scale

Dimensional special handling barcoded container label
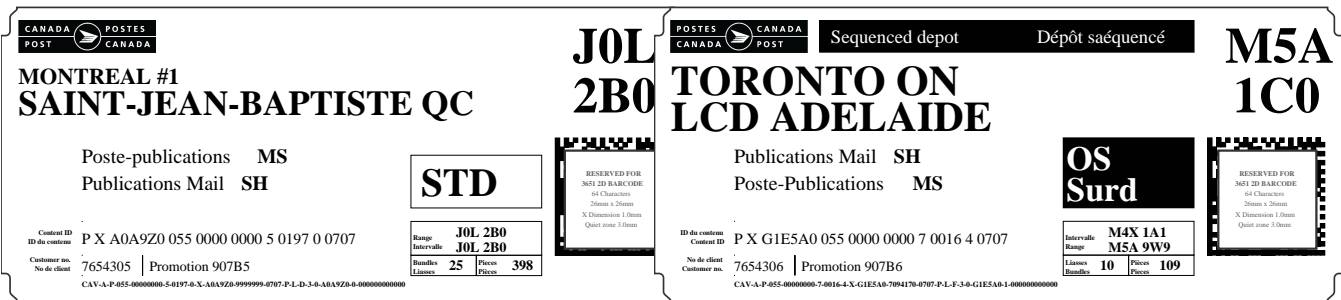
This image is not to scale

Dimensional special handling continuous self-adhesive barcoded container label

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Container label samples for special handling Publications Mail

Label content (left):

CANADA POST · POSTES CANADA
MONTREAL #1
SAINT-JEAN-BAPTISTE QC
J0L 2B0

Poste-publications **MS**
Publications Mail **SH**

STD

RESERVED FOR 3651 2D BARCODE
64 Characters
26mm x 26mm
X Dimension 1.0mm
Quiet zone 3.0mm

Content ID / ID du contenu: P X A0A9Z0 055 0000 0000 5 0197 0 0707
Range / Intervalle: J0L 2B0 / J0L 2B0
Customer no. / No de client: 7654305 | Promotion 907B5
Bundles / Liasses: 25 Pieces / Pièces: 398
CAV-A-P-055-00000000-5-0197-0-X-A0A9Z0-9999999-0707-P-L-D-3-0-A0A9Z0-0-000000000000

Label content (right):

POSTES CANADA · CANADA POST | Sequenced depot | Dépôt saéquencé | **M5A 1C0**
TORONTO ON LCD ADELAIDE

Publications Mail **SH**
Poste-Publications **MS**

OS Surd

RESERVED FOR 3651 2D BARCODE
64 Characters
26mm x 26mm
X Dimension 1.0mm
Quiet zone 3.0mm

ID du contenu / Content ID: P X G1E5A0 055 0000 0000 7 0016 4 0707
No de client / Customer no.: 7654306 | Promotion 907B6
Intervalle / Range: M4X 1A1 / M5A 9W9
Liasses / Bundles: 10 Pieces / Pièces: 109
CAV-A-P-055-00000000-7-0016-4-X-G1E5A0-7094170-0707-P-L-F-3-0-G1E5A0-1-000000000000

Dimensional special handling barcoded container label

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Oversize special handling barcoded container label

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Label content (left):

CANADA POST · POSTES CANADA
MONTREAL #1
SAINT-JEAN BAPTISTE QC
J0L 2B0

Poste-Publications **MS**
Publications Mail **SH**

J Time committed / À délai ouvert en

STD

RESERVED FOR 3651 2D BARCODE
64 Characters
26mm x 26mm
X Dimension 1.0mm
Quiet zone 3.0mm

Content ID / ID du contenu: P 6 M1K2M0 055 0000 0000 5 0041 2 0707
Customer no. / No de client: 7654305 | Promotion 907B5
Range / Intervalle: J0L 2B0 / J0L 2B0
Bundles / Liasses: 5 Pieces / Pièces: 78
CAV-A-P-055-00000000-5-0041-2-6-M1K2M0-7094170-0707-P-L-F-3-1-M1K2M0-1-000000000000

Label content (right):

POSTES CANADA · CANADA POST | Sequenced depot | Dépôt séquencé | **M5A 1C0**
TORONTO ON LCD ADELAIDE

Personalized Mail **SH**
Courrier personnalisé **MS**

OS Surd

RESERVED FOR 3651 2D BARCODE
64 Characters
26mm x 26mm
X Dimension 1.0mm
Quiet zone 3.0mm

ID du contenu / Content ID: P X G1E5A0 055 0000 0000 7 0016 4 0707
No de client / Customer no.: 7654306 | Promotion 907B6
Intervalle / Range: M4X 1A1 / M5A 9W9
Liasses / Bundles: 10 Pieces / Pièces: 109
CAV-A-P-055-00000000-7-0016-4-X-G1E5A0-7094170-0707-P-L-F-3-0-G1E5A0-1-000000000000

Standard special handling time committed barcoded container

Oversize special handling time committed barcoded container

label

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label

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Flat label specification

This specification only covers the basic requirements for this item. Large Volume Users (LVMs) may elect to have their items produced individually or in continuous strips (1 up, 2 up, and so on) as best suited to the intended overprinting process.

On this page

Label description

USA Premium Incentive (Air Mail)

International Premium Incentive (Air Mail)

USA Standard Incentive (Non-Priority)

International Standard Incentive (Non-Priority)

Label description

General description: Flat label

Size: Width: 133 mm x Height: 64 mm (5.250 inches x 2.500 inches)

Stock: Not less than 120 g per square metre.

Examples:

- Bond - not less than 64 m or 32 pounds.
- Cover - not less than 130 m or 65 pounds.
- Index - not less than 180 m or 90 pounds.

Color: White

Ink: Black

Special instructions: Print one side only

Print quality: "Office" with applicable attributes, as described in "Print Quality Level" booklet for this category of printing.

Published by: Supply and Services Canada

Packaging: As indicated by originator

Proofs: As indicated by originator

Artwork: Basic camera-ready artwork must be as per Appendix A

USA Premium Incentive (Air Mail)
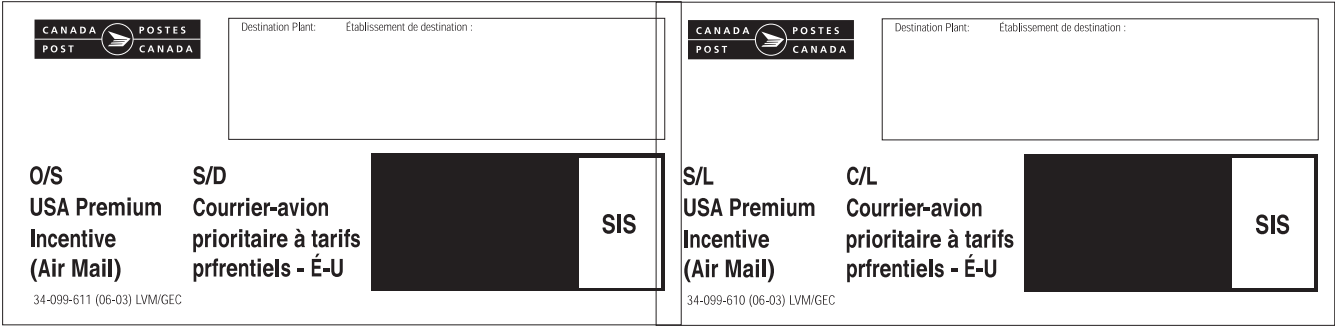
34-099-611(06-03) LVM/GEC: O/S USA Premium Incentive (Air Mail)

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34-099-610 (06-03) LVM/GEC: S/L USA Premium Incentive (Air Mail)

This image is not to scale

International Premium Incentive (Air Mail)
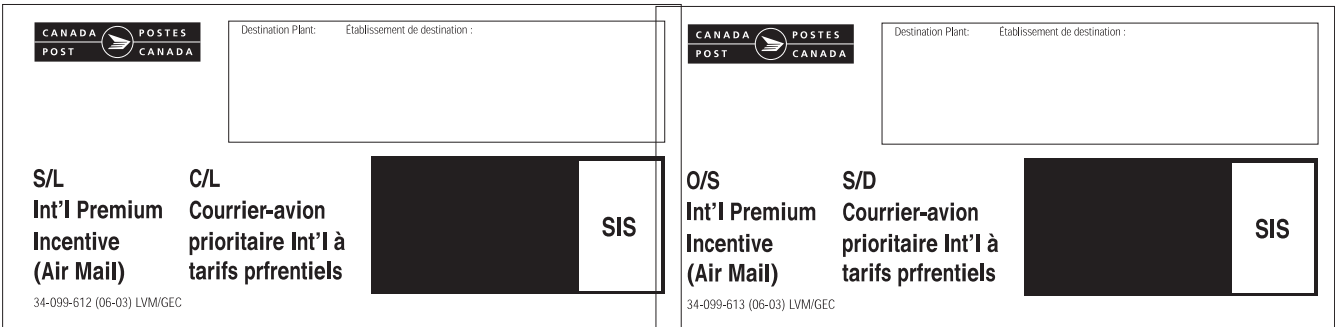
34-099-612(06-03) LVM/GEC:
S/L International Premium
Incentive (Air Mail)

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34-099-613 (06-03) LVM/GEC:
O/S International Premium
Incentive (Air Mail)

This image is not to scale

USA Standard Incentive (Non-Priority)

34-099-614 (06-03) LVM/GEC:
S/L USA Standard Incentive
(Non-Priority)

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34-099-615 (06-03) LVM/GEC:
O/S USA Standard Incentive
(Non-Priority)

This image is not to scale

International Standard Incentive (Non-Priority)

34-099-616 (06-03) LVM/GEC: S/L International Standard Incentive (Non-Priority)

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34-099-617 (06-03) LVM/GEC: O/S International Standard Incentive (Non-Priority)

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Machineable Mail container and shipping unit labels

This specification is intended to provide you with the requirements to produce container labels for Machineable Mail containerized in Letterflatainers, flats tubs, or cardboard boxes.

Specifically, this page applies to the following services:

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

This specification also includes an example of the shipping unit (monotainer and pallet) label.

Please note: If you're containerizing mail using presortation software recognized by our Software Evaluation and Recognition Program (SERP), refer to the 2D barcoded labels specification 3655.

For more details on container and shipping unit (monotainers and pallets) labels, refer to the appropriate customer guide.

On this page

Applicable Canada Post documents

Approvals

Container label stock

Container label print specifications

Container label samples

Container label elements

Lettermail container labels

Personalized Mail container labels

Publications Mail container labels

Postal Code Targeting container labels

Machineable Mail shipping unit (monotainer or pallet) label sample

Applicable Canada Post documents

- 3651: Canada Post - Shipping unit and container label specification for Personalized Mail and Publications Mail special handling.
- 3655: Software Evaluation and Recognition Program (SERP) – Generated container label specification for Personalized Mail and Publications Mail special handling.
- 3687: Container and shipping unit labels for Publications Mail Delivery Facility Presort.

Approvals

The engineering authority must approve additions and changes to the data and encoding scheme.

Physical labels must be submitted for testing and will be evaluated for barcode data content, print quality and overall label layout.

Please contact order acceptance for information at centauto@canadapost.ca.

Container label stock

Characteristic: Flat Label (continuous strips or individually produced)

Size: Width: 152 mm x Height: 67 mm (with approximately 0.5 mm tolerance for each dimension)

Colour: White

Thickness: Label paper stock requirements examples:

- Cover, not less than 65 lb. (175 gsm)
- Index, not less than 90 lb. (160 gsm)
- Bond, not less than 32 lb. (120 gsm)

The card must be rigid enough to allow secure retention in the mail container card holder (sleeve or frame) during handling transportation.
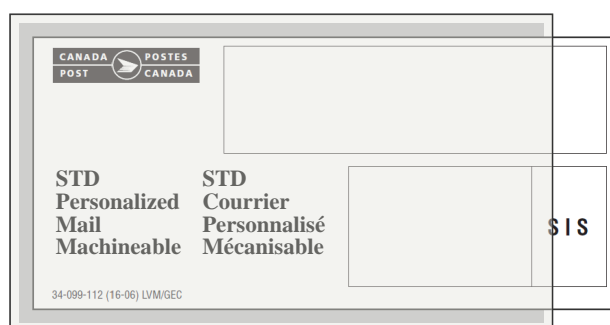
Container label print specifications

Printer: High-contrast Data Matrix printing capabilities (for example, thermal or laser printer)

Print colour: Black

Print instructions: Print on one side only using Adobe® Acrobat®. To ensure the labels print to the correct size the print instructions must be set to "Actual size".

Label insertion: Insert the container labels in the label holder before depositing your mail.
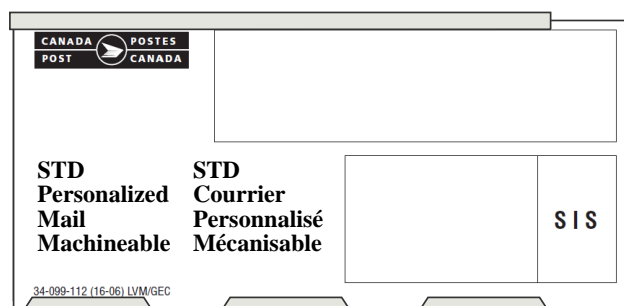
Container label samples

Container label in flats tub sleeve
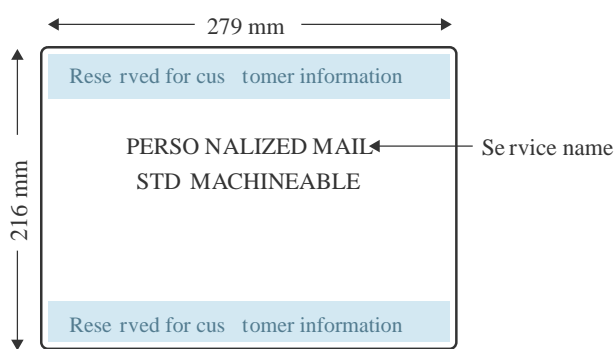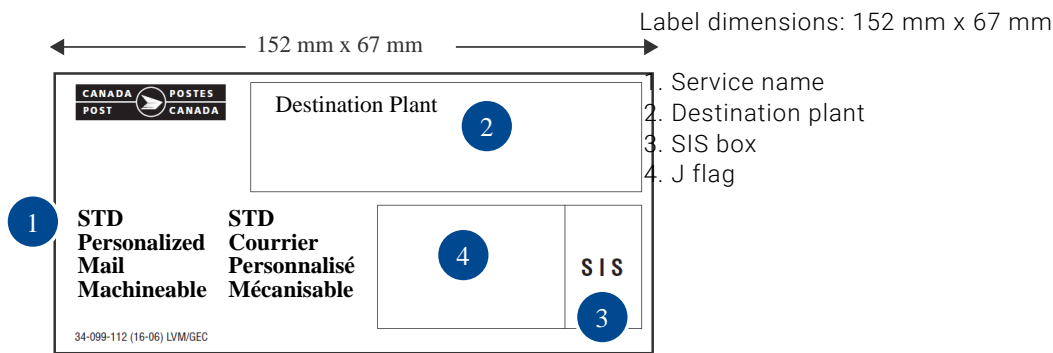
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Container label in Letterflatainer label holder

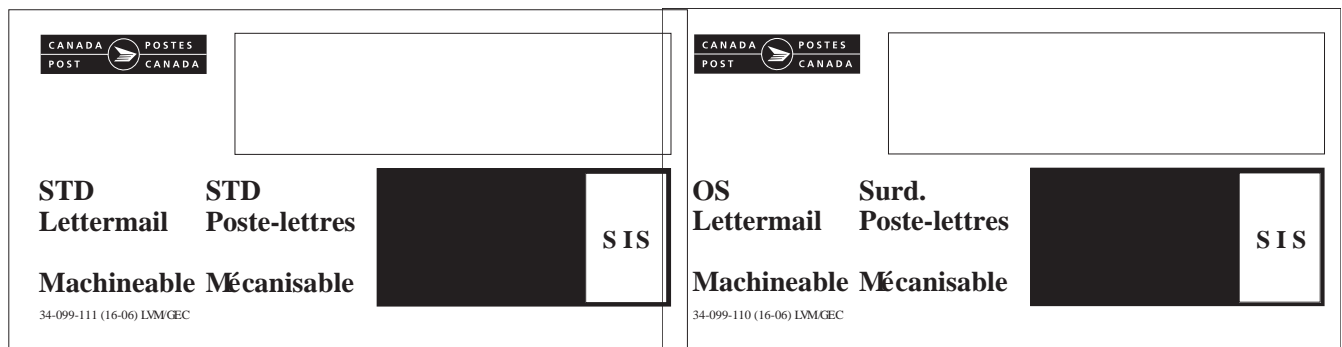
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Container label elements

Card

152 mm x 67 mm

CANADA POST POSTES CANADA

Destination Plant   **2**

1 **STD Personalized Mail Machineable** **STD Courrier Personnalisé Mécanisable** **4** S I S

34-099-112 (16-06) LVM/GEC **3**

Label dimensions: 152 mm x 67 mm

1. Service name
2. Destination plant
3. SIS box
4. J flag

Plain paper label

Label dimensions: 279 mm x 216 mm

279 mm

216 mm

Rese rved for cus   tomer information

PERSO NALIZED MAIL ← Se rvice name
STD MACHINEABLE

Rese rved for cus   tomer information

Lettermail container labels

CANADA POST POSTES CANADA

STD Lettermail **STD Poste-lettres** SIS

Machineable **Mécanisable**

34-099-111 (16-06) LVM/GEC

CANADA POST POSTES CANADA

OS Lettermail **Surd. Poste-lettres** SIS

Machineable **Mécanisable**

34-099-110 (16-06) LVM/GEC

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Personalized Mail container labels

CANADA POSTES POST CANADA	
STD Personalized Mail Machineable	**STD Courrier Personnalisé Mécanisable**
34-099-112 (16-06) LVM/GEC	

S I S

CANADA POSTES POST CANADA	
OS Personalized Mail Machineable	**Surd. Courrier Personnalisé Mécanisable**
34-099-113 (16-06) LVM/GEC	

S I S
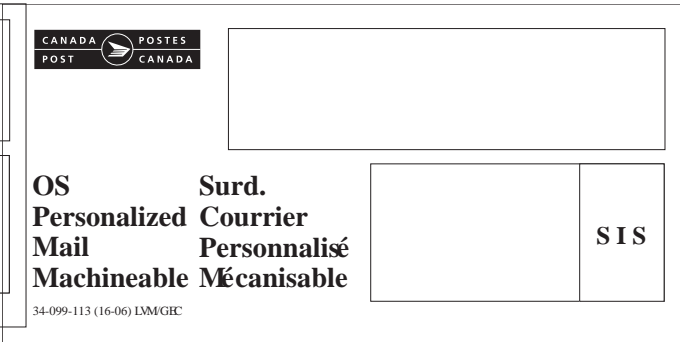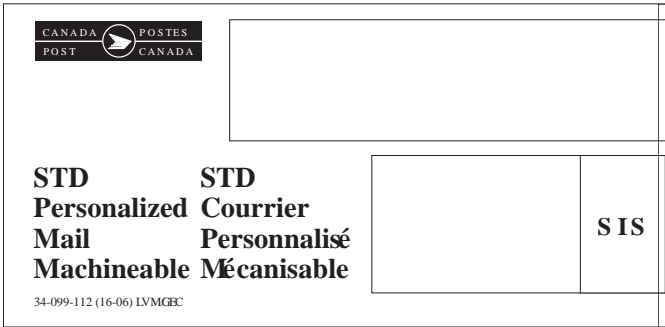
Standard Machineable
Personalized Mail container
label spec 34-099-112 (02-04)

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Oversize Machineable
Personalized Mail container
label spec 34-099-113 (11-11)

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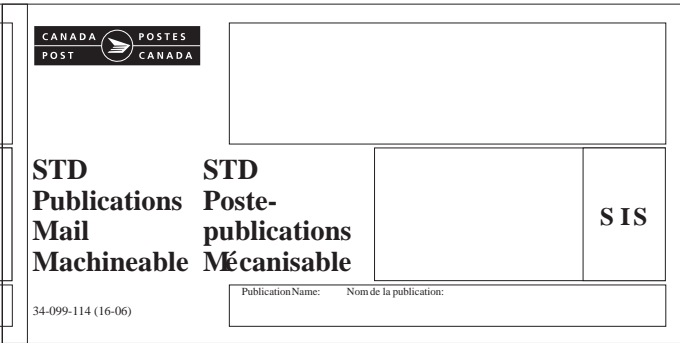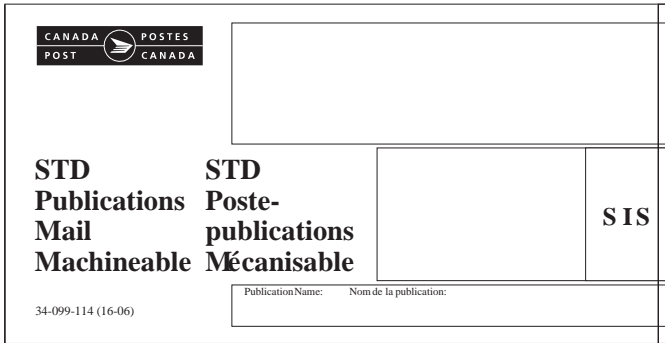
Publications Mail container labels

CANADA POSTES POST CANADA	
STD Publications Mail Machineable	**STD Poste- publications Mécanisable**
34-099-114 (16-06)	Publication Name: Nom de la publication:

S I S

CANADA POSTES POST CANADA	
STD Publications Mail Machineable	**STD Poste- publications Mécanisable**
34-099-114 (16-06)	Publication Name: Nom de la publication:

S I S

Standard Machineable Publications Mail container label spec 34-099-114 (11-11)

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Oversize Machineable Publications Mail container label spec 34-099-115 (02-04)

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Standard Machineable Publications Mail container label spec 34-099-114 (11-11)
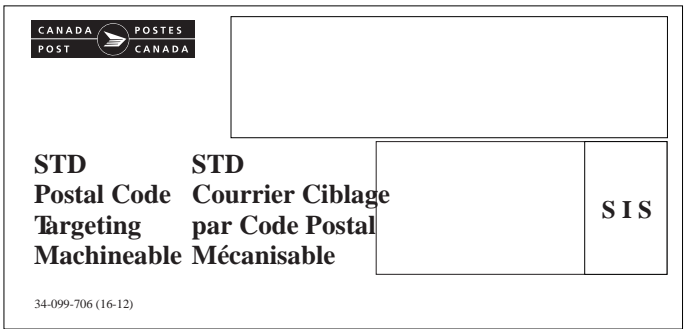
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Standard Machineable time committed Publications Mail container label spec 34-099-117 (11-11)
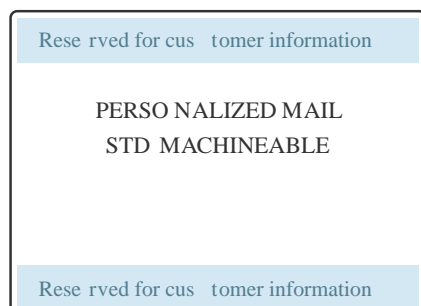
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Oversize Machineable time committed Publications Mail container label spec 34-099-116 (11-11)

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Postal Code Targeting container labels

Standard Machineable Postal Code Targeting container label spec 34-099-706 (16-12)

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Machineable Mail shipping unit (monotainer or pallet) label sample

<div style="border:1px solid;max-width:400px">

Rese rved for cus tomer information

PERSO NALIZED MAIL
STD MACHINEABLE

Rese rved for cus tomer information

</div>

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Publications Mail Delivery Facility Presort container and shipping unit labels

This specification is intended to provide you with the requirements to produce container labels for your Delivery Facility Presort Publications Mail™ mailings containerized in Letterflatainers, flats tubs, or cardboard boxes.

This specification also includes an example of the shipping unit (monotainer and pallet) label.

Please note: If you're containerizing mail using presortation software recognized by our Software Evaluation and Recognition Program (SERP), refer to the 2D barcoded labels specification 3655.

For more details on container and shipping unit (monotainers and pallets) labels, refer to the appropriate customer guide.

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Applicable Canada Post documents

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Container label stock

Container label print specifications

Container label samples

Container label elements

Standard and oversize container label spec 34-099-089 (1602-024)

Standard and oversize container label time committed spec 34-099-091(99-06)

Delivery Facility Presort shipping unit (monotainer or pallet) label sample

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Applicable Canada Post documents

- 3651: Canada Post - Shipping unit and container label specification for Personalized Mail and Publications Mail special handling.
- 3655: Software Evaluation and Recognition Program (SERP) – Generated container label specification for Personalized Mail and Publications Mail special handling.
- 3686: Container and shipping unit labels for Machineable Mail - Lettermail, Personalized Mail, Publications Mail

Approvals

The engineering authority must approve additions and changes to the data and encoding scheme.

Physical labels must be submitted for testing and will be evaluated for barcode data content, print quality and overall label layout.

Please contact order acceptance for information at centauto@canadapost.ca.

Container label stock

Characteristic: Flat Label (continuous strips or individually produced)

Size: Width: 152 mm x Height: 67 mm (with approximately 0.5 mm tolerance for each dimension)

Colour: White

Thickness: Label paper stock requirements examples:

- Cover, not less than 65 lb. (175 gsm)
- Index, not less than 90 lb. (160 gsm)
- Bond, not less than 32 lb. (120 gsm)

The card must be rigid enough to allow secure retention in the mail container card holder (sleeve or frame) during handling transportation.
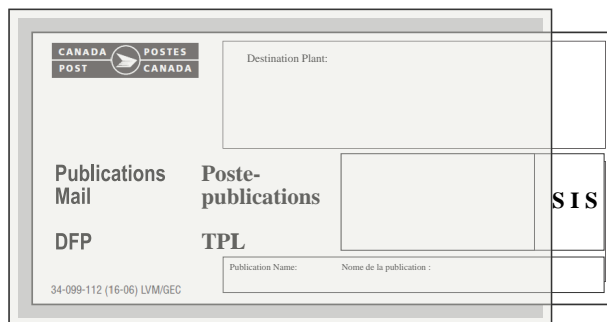
Container label print specifications

Printer: High-contrast printing capabilities (for example, thermal or laser printer)

Print colour: Black

Print instructions: Print on one side only using Adobe® Acrobat®. To ensure the labels print to the correct size the print instructions must be set to "Actual size".

Label insertion: Insert the container labels in the label holder before depositing your mail.

Container label samples

Container label in flats tub sleeve

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Container label elements

Card

Label dimensions: 152 mm x 67 mm

1. Service name
2. Destination plant
3. SIS box
4. J flag

Plain paper label
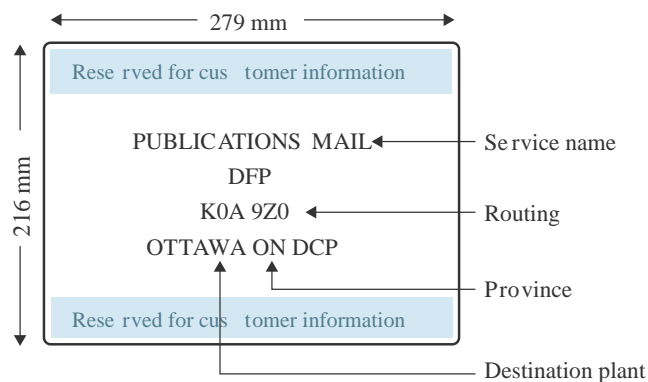
Label dimensions: 279 mm x 216 mm

Standard and oversize container label spec 34-099-089 (1602-024)

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Standard and oversize container label time committed Spec 34-099-091(99-06)

Delivery Facility Presort shipping unit (monotainer or pallet) label sample

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