

This document has been designed to inform **Lettermail™, Incentive Lettermail™, Neighbourhood Mail™, Personalized Mail™, Postal Code Targeting and Publications Mail™** 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 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.

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

Neighbourhood Mail 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 the Depositing section at canadapost.ca/SMMguide for more information.

2 INDUCTION LOCATIONS FOR MACHINEABLE MAILINGS

Machineable mailings 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 | OVERSIZE | |
| Atlantic | St. John's | 98 KENMOUNT RD PO BOX 13037 ST. JOHN'S NL A1B 1W0 | 7391 | yes | no** | Lettermail – 17:00 Incentive Lettermail – 17:00 Neighbourhood Mail - 18:00 Personalized Mail – 18:00 Postal Code Targeting - 18:00 Publications Mail – 18:00 |
| | Halifax | 6175 ALMON ST HALIFAX NS B3K 5N2 | 1071 | yes | no* | 18:00 |
| | Saint John | 125 ROTHESAY AVE SAINT JOHN NB E2L 2B0 | 0023 | yes | no* | 18:00 |
| | Moncton | 680 MALENFANT BLVD DIEPPE NB E1A 5V0 | 1012 | yes | no* | 18:00 |
| Québec | Léo Blanchette | 555 MCARTHUR AVE SAINT-LAURENT QC H4T 1T4 | 1086 | yes | yes | 19:00 |
| | Québec Randin | 5055 HUGUES-RANDIN ST QUÉBEC QC G2C 1A0 | 1079 | yes | no* | 19:00 |
| Huron and Rideau | Ottawa | 1424 SANDFORD FLEMING AVE OTTAWA ON K1G 1C0 | 0015 | yes | yes | 18:00 |
| | Hamilton | 393 MILLEN RD STONE CREEK ON L8E 5A8 | 1047 | yes | yes | 18:00 |
| | Kitchener | 70 TRILLIUM DR KITCHENER ON N2E 2C0 | 1024 | yes | yes | 18:00 |
| | London | 951 HIGHBURY AVE LONDON ON N5Y 1B0 | 7698 | yes | yes | 18:00 |
| | Thunder Bay | 1005 ALLOY DRIVE THUNDER BAY ON P7B 5X0 | 0485 | yes | no* | 18:00 |
| | Windsor | 4255 WALKER RD WINDSOR ON N8W 4W0 | 1057 | yes | no* | 17:00 |
| Greater Toronto Area | Toronto Gateway | 4567 DIXIE RD MISSISSAUGA ON L4W 1S2 | 1029 | yes** | yes | Lettermail – 17:00 Incentive Lettermail – 17:00 Neighbourhood Mail - 18:00 Personalized Mail – 19:00 Postal Code Targeting - 19:00 Publications Mail – 19:00 |
| | Toronto South Central | 969 EASTERN AVE TORONTO ON M4L 1A5 | 1089 | yes | yes | 19:00 |
| Prairie | Winnipeg | 1870 WELLINGTON AVE WINNIPEG MB R3H 3H3 | 1329 | yes | yes | 18:00 |
| | Regina | 2200 SASKATCHEWAN DR REGINA SK S4P 0B0 | 5430 | yes | no* | 18:00 |
| | Saskatoon | 817 51st ST E SASKATOON SK S7K 5C6 | 1044 | yes | no* | 18:00 |
| | Calgary | 1100 49 AVE NE CALGARY AB T2E 0A0 | 1066 | yes | yes | 18:00 |
| | Edmonton | 12135 149th ST NW EDMONTON AB T5L 2J0 | 1013 | yes | yes | 18:00 |
| Pacific | Pacific Processing Centre | 5940 FERGUSON ROAD RICHMOND BC V7B 0B1 | 1186 | yes | yes | 17:00 |
| | Victoria | 4181 GLANFORD AVE VICTORIA BC V8Z 4B0 | 1052 | yes | no* | 18:00 |

* **Exception:** Oversize Machineable Mail - Personalized Mail.

** Machineable Incentive Lettermail mailings cannot be deposited at this location.

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

4 DEPOSIT LOCATION TYPES

We have assessed the capabilities of our deposit locations to ensure they are properly equipped and capable of handling your mail efficiently and on time. The type of mail and the volume which can be accepted in each of these facilities have been defined into the following Deposit Location Types:

- **Receipt Verification Units (RVUs)** accept all products and all volumes with the exception of machineable mail (i.e.: mail prepared in accordance with the Machineable Mail Specifications). Not all RVUs can accept all types of Machineable Mail (see [Section 3](#)).
- **Commercial Deposit Centres (CDCs)** 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.

| LEVEL 1 | LEVEL 2 | LEVEL 3 |
|------------------|---|------------------|
| 2 shipping units | 3 shipping units (monotainers / pallets) | 7 shipping units |

- **Corporate Post Offices** accepts all commercial products except Machineable Publications Mail and Postal Code Targeting. These deposit locations can accept up to the equivalent of five containers (customers will be referred to the nearest CDC or RVU).

| LEVEL 1 | LEVEL 2 |
|--------------|---------------|
| 5 containers | 12 containers |

- **Delivery Facilities** accepts Neighbourhood Mail™ for local delivery (to a maximum of full coverage for that Delivery Facility) - not applicable for mailings requiring transportation to another delivery facility.

Refer to the **Find a Deposit Location** tool at canadapost.ca/depositlocations to identify the right deposit location for your mailing based on mail type and quantity.

NOTE: This location type is not equipped to process mail received in monotainers or pallets that are double-stacked. A monotainer can accommodate approximately 48 letterflatainers (LFTs) (40 letterflatainers with lids) or 24 Flats tubs.