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Inserts

Rates for Global Direct – Canada Admail

Rates for Global Direct – Canada Publications

Specialized Sortation Software Service Providers

Address Accuracy Service Providers: Software Evaluation and
Recognition Program (SERP)

Canadian National Change of Address (NCOA) Service Providers

Pre-Qualified Wholesaler Program

Ask For The World — We'll Deliver

The U.S. Postal Service offers the broadest array of international mailing products and services. We are committed to helping you succeed in the international marketplace.

Our Global Delivery Services provide one-stop shopping to fit your international mailing needs at every stage of the business cycle — from direct marketing to delivering your orders.

Our Global Delivery Services are flexible and provide value in a number of ways, including convenience, reliability, impact, speed, and savings.

Global Delivery Services

These are the services we offer to help you go global:

Expedited Services

- Express Mail International Service™ (EMS)
- Global Priority Mail™ (GPM)

Volume Services

- Global Package Link™ (GPL)
- International Priority Airmail™ (IPA)
- International Surface Air Lift™ (ISAL)
- VALUEPOST™/CANADA
- International Business Reply Service™
- Global Direct
- Global Direct Mailbox Service

Standard Services

- Airmail
- Parcel Post
- Surface Mail

Global Direct – Canada Explained

Global Direct – Canada is a new way to send Direct Mail and Publications through the USPS having the appearance of Canadian domestic mail. Offered in an alliance with Canada Post, this service provides more convenient, cost-effective, and timely delivery of advertising material and periodicals to Canada.

With this service, you can now use the USPS to accept, transport, and deposit your advertising mail and publications directly into the Canadian domestic mail stream. And you can use either a U.S. or Canadian identity on your advertising mail.

How Global Direct – Canada Benefits You

Global Direct – Canada offers a wide range of benefits for customers who mail large volumes of advertising material and publications:

- **Local Identity.** Now you can mail material through the USPS using either a Canadian or USPS identity on your advertising mail pieces. For a local in-country look of your advertising mail and publications, the USPS will provide you with an authorized Canadian postal indicia and Canadian return address.
- **Economy.** Global Direct – Canada offers significant savings over current mailing options to Canada. And by mailing through the USPS, you can lower your costs and maximize efficiencies of mail production in the U.S. Our prices include service from our Global Direct acceptance sites to delivery in Canada—including postal verification, transport, customs clearance, and entry into the Canada Post’s domestic delivery system. And there is no Goods and Services Tax (GST) assessed on U.S. postage.
- **Speed.** Your mail is entered directly into Canada’s domestic mailstream from our Global Direct acceptance sites and is delivered according to Canada Post’s domestic delivery standards.
- **Convenience.** We take care of all the details, so you don’t have to. Our service includes pre-mailing assistance, acceptance, transportation, customs clearance, and entry into Canada’s domestic postal system. For added convenience, postage can be paid through your existing USPS advance deposit account in US dollars.
- **Control.** Since Global Direct lets you send mailings through the USPS that have a “local look,” it can help you centralize and control all your mail production and scheduling from the U.S. to Canada.

- **Mail Security.** Our mission includes preserving the “sanctity of the mail.” With USPS, delivery to the Canadian postal system is reliable and safe.
- **Liaison to Canada Post Corporation.** The U.S. Postal Service acts as your postal liaison on all matters relating to your mail to Canada.

How To Use This Guide

This guide is presented in two sections.

Bound Pages –The first section, contained in the bound pages, provides information on:

- Global Direct – Canada Admail
- Global Direct – Canada Publications
- Global Direct Mailbox Service

Inserts – The inserts contained in the back pocket, consist of:

- Global Direct – Canada Admail Postage Rates
- Global Direct – Canada Publication Postage Rates
- Specialized Sortation Software Service Providers
- Address Accuracy Service Providers: Software Evaluation and Recognition Program (SERP)
- Canadian National Change of Address (NCOA) Service Providers
- Pre-Qualified Wholesaler Program

Section 1: Global Direct – Canada Admail

What You May Send

Qualifying Mail

Mailable items must bear a uniform message that:

- Promotes the sale or use of products or services,
- Reports on financial performance, primarily for promotional purposes, or
- Solicits donations or contributions.

These are some of the specific articles that are accepted for mailing as Global Direct – Canada Admail:

- Identical advertising matter.
- Offers of goods or services for sale or rent.
- Product samples.

“Identical” Mail Pieces

Canada Post defines identical differently than the USPS. According to Canada Post, items are considered identical if they:

- Have the same design.
- Have the same physical characteristics – size and shape – although the thickness, weight, and color of the exterior cover may vary.
- Are in the same weight category (1.76 oz. or less, or more than 1.76 oz.). The weights of pieces may vary within each weight category.

Note: In a complete mailing, items weighing 1.76 oz. or less cannot be combined with items weighing more than 1.76 oz.

The placement of personalization variables can be repeated as many times as you want as long as the primary advertising remains uniform. It is no longer restricted to the keyline and/or the top line of the address block.

Minimum Volume

You may mail as few as 25,000 items per mailing or 250 pounds. (Not less than 1,000 pieces.)

Enclosures and Attachments

The following may be enclosed with or attached to an Admail item without paying additional postage:

- Business Reply Item: A return card, envelope or wrapper, with or without return postage.
- A card or paper bearing information relating exclusively to the item.
- A coin enclosed to prepay the return postage (although the cover of the item must bear a request to return to sender if the item is undeliverable).

Size and Weight

Every item must meet size and weight requirements for its category. The maximum weight is 17.6 ounces (500 grams). The size standards follow:

	Cards/Envelopes			Other Items ¹		
	Standard ⁴		Large ⁵	Standard		Large
	Minimum	Maximum	Maximum ²	Minimum	Maximum	Maximum ²
Length	5 1/2 in. (140 mm)	9 5/8 in. (245 mm)	14 7/8 in. (380 mm)	3 15/16 in. (100 mm)	9 5/8 in. (245 mm)	14 7/8 in. (380 mm)
Height (width) ³	3 9/16 in. (90 mm)	5 7/8 in. (150 mm)	10 9/16 in. (270 mm)	2 3/4 in. (70 mm)	5 7/8 in. (150 mm)	10 9/16 in. (270 mm)
Thickness	.007 in. (0.18 mm)	.19 in. (5 mm)	.81 in. (20 mm)	.007 in. (0.18 mm)	.19 in. (5 mm)	.81 in. (20 mm)

¹ Other items are defined as items other than cards and envelopes.

² Any item exceeding the maximum size limits for standard items can be mailed as a large item, providing the item doesn't exceed the maximum size limits for large items.

³ In Canada, height is referenced as width.

⁴ Standard is a letter size item.

⁵ Large is a flat size item.

Items That Don't Qualify

Global Direct – Canada Admail must not include the following:

- Items restricted to Lettermail rates of postage.
- Items other than order forms, subscription forms, or other offers in respect to a publication that include information (other than for identification purposes) that is so specific that it can reasonably apply only to the addressee.
- Items that have a statement of money owed relating to a past or future purchase of goods or services other than what is enclosed in the mail item.
- Identification cards that allow the cardholder to receive a service (e.g., medical/health cards, club/association membership cards).
- Pre-authorization cards that allow the cardholder to purchase goods and services, to obtain credit, or to complete a financial transaction (e.g., credit cards, debit cards, store cards).
- Items that must be mailed as a result of a legal requirement (unless there is a legal provision that allows such items to be mailed as Addressed Admail).
- Items soliciting a response that, if ignored, will result in the loss of an established service or privilege, except for renewal notices for books, magazines, newspapers, newsletters, and other types of publications.
- Notice of voting for federal, provincial, or municipal events.
- Items that by nature of their personalization cannot be interchanged with other addressees not residing at the same location.
- Items that include any financial information specific or relevant only to the addressee.
- Product information, magazines, newspapers, books, catalogs, newsletters, tax forms as well as surveys or questionnaires and forms and other types of identical printed matter that does not promote the sale or use of products or services.

Prohibited Items

You may not send any item with contents prohibited for entry into Canada. Such items are listed in the current issue of the *International Mail Manual* (IMM). The IMM is updated every 2 weeks and can be accessed in the Business Center Section at the USPS web site (www.usps.com).

How To Use Global Direct – Canada Admail

Step 1: Getting Started

Canada Admail Mailing Steps



Contact Your Representative

To get started, contact your local USPS representative, an International Sales Specialist, or your area marketing office (see Appendix A), who will answer your questions about Global Direct – Canada Admail and provide all the supplies you need.

Complete Global Direct Service Agreement

Submit a completed PS Form 3681, *Global Direct Service Agreement* (see Appendix B) at least 14 days before your first mailing to the Global Customer Support Center. The Global Customer Support Center is staffed with specially trained individuals to assist you in the use of Global Direct – Canada Admail.

If you want a local, in-country identity in Canada, your service agreement with the U.S. Postal Service will provide you with a Canadian return address. The Canadian permit imprint sample and number are located on page 13. If you want to maintain your U.S. identity, you may use your USPS permit imprint with a U.S. domestic return address. (For examples, see pages 13 and 14.)

Customer Identification Number

Upon receipt of your completed Service Agreement, we will return a copy to you along with a Global Direct Customer Identification Number. This will authorize you to use Global Direct – Canada Admail.

Specialized Software

All items mailed in this service are subject to Canada Post's eligibility and mail preparation requirements for Addressed Admail. Items must be sorted on the basis of Canada Post's Letter Carrier Presort (LCP) sort option or the National Distribution Guide (NDG) sort option.

Sortation Software

Specialized sortation software is available to sort items according to the LCP and NDG sort options. You must use this specialized sortation software to meet Canada Post's mailing requirements.

For a list of vendors offering this specialized software, please see the insert in the pocket of this guide.

Accuracy Software

In addition, recognized software is required for accuracy services. The Address Accuracy Program checks the accuracy and quality of the mail addresses. Canada Post sets the required accuracy level each year. At the time of mailing, you must present the Statement of Accuracy — which states the accuracy level and is generated from recognized Address Accuracy software. A Statement of Accuracy (SOA) is required for all Addressed Admail.

For a list of recognized Address Accuracy vendors that offer this service, please see the insert in the pocket of this guide.

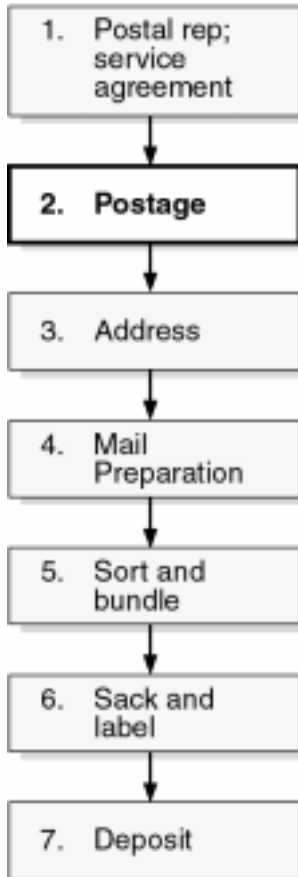
Pre-Qualified Wholesaler Program

The U.S. Postal Service has established alliances with lettershops, consolidators, printers, and fulfillment houses that can provide you with shipping solutions for Global Direct.

For a list of our Pre-Qualified Wholesaler Program, please see the insert in the pocket of this guide.

Step 2: Calculating Your Postage

Canada Admail Mailing Steps



Postage Rates

Postage rates are determined by the size, weight, and level of sortation of the items being mailed. For the current postage rates, please see the insert in the pocket of this guide.

Postage Statement

You must complete and submit PS Form 3656, *Postage Statement for Global Direct – Canada Admail (Permit Imprint)*, or an approved facsimile (see Appendix C). Specialized sortation software available from vendors will create a facsimile Postage Statement and compute the postage. PS Form 3656, *Postage Statement for Global Direct for Canada Admail*, may be obtained in the Business Center Section at the USPS web site at www.usps.com.

Postage Calculation

Postage is computed by the total number of pieces per sortation level multiplied by the appropriate rate. Rates are based on three criteria:

- Mail preparation option: LCP or NDG (see page 19)
- Size category: Standard or Large
- Weight:
 - 1.76 oz. (0.1100 lbs.) or less

OR

- More than 1.76 oz. (0.1100 lbs.) up to 17.6 oz. (1.100 lbs.)

Each piece within a mailing must have a weight within one of these two weight categories. A separate postage statement is required for each weight category. Weights may vary within a category, but the pieces must be listed separately on the postage statement. (See the section entitled “Postage Structure” in the “Instructions” on the back of PS Form 3656.)

For items that weigh more than 1.76 oz. (0.1100 lbs.), there is an additional postage charge (“excess weight postage”). (See the section entitled “Excess Weight Postage” on the back of PS Form 3656.)

Penalty Postage

A penalty will be assessed for those items not reading the address accuracy of 95%.

Postage Payment Method

Postage is paid through your advance deposit account maintained at the post office at which the USPS verifies and accepts your Global Direct mailings. You may have your mailings verified and accepted either at one of the Global Direct Acceptance Offices listed in Appendix E of this service guide, or through the post office of your mailing plant if the USPS currently performs on-site acceptance and verification at that facility.

As an added convenience, your advance deposit account can be linked to the USPS CAPS International payment system. This system provides you with two significant benefits:

- It eliminates the need for maintaining funds at multiple local post offices.
- Postage for Global Direct – Canada (as well as International Surface Air Lift and International Priority Airmail) mailings are debited on a deferred basis, twice each month. Postage is not debited at the time of mailing.

To apply for a CAPS International account, contact the Global Customer Support Center at one of the following:

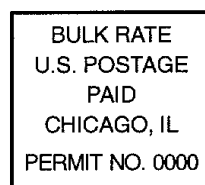
Global Direct
USPS Global Customer Support Center
475 L'Enfant Plaza SW Rm 370-IBU
Washington DC 20260-6500
Fax: 202-314-7192
gldirect@email.usps.gov

Postal Indicia

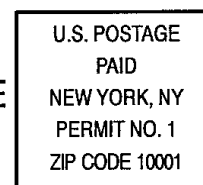
If you are using a USPS-authorized Canadian permit indicia, the minimum size of the indicia is .475 in. × .975 in. (12 mm × 25 mm). It is printed in the area reserved for postage. Global Direct Canada - Admail must bear the endorsement “Bulk” or “En nombre” (abbreviated as “Blk” or “N^{bre},” respectively) and be placed in or adjacent to the postage indicia. The number “03429792” must appear in the indicia. The following figure illustrates a USPS-authorized Canadian permit indicia.



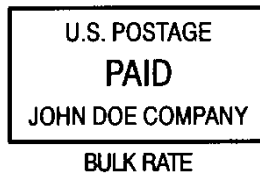
If you are using your U.S. permit, the permit indicia must be aligned parallel with the address of the mailpiece and placed in the upper right corner of the address side, the address area, or the address label. The imprint must contain the words “U.S. POSTAGE PAID,” the city and state where the permit is issued, and the assigned permit number (unless a company permit is authorized and used — see the next paragraph). The words “BULK RATE” must appear in or to the left of the indicia. You may not use a permit imprint that denotes nonprofit organization, carrier route sort, or other special rates. The following figures illustrate U.S. permit indicias.



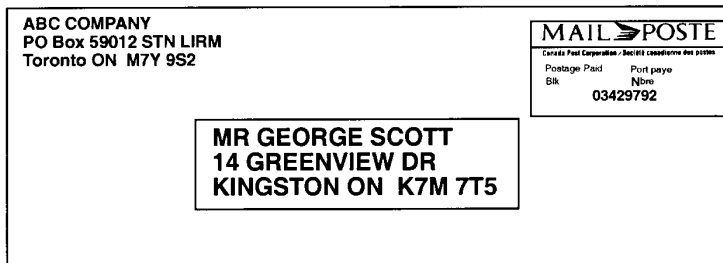
BULK RATE



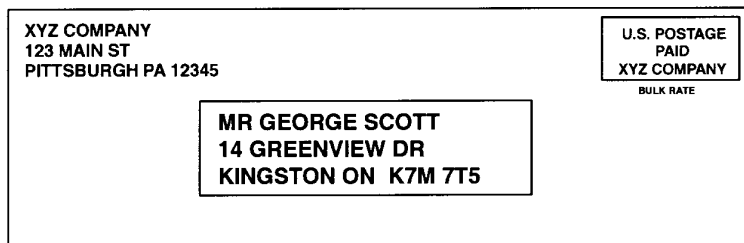
For a company permit, a complete domestic return address must appear in the upper left corner of the address side of the mailpiece. In the place of the city, state, and permit number that appear in the standard U.S. permit indicia, the imprint must contain the exact name of the company or individual holding the permit. The imprint still must contain the words “U.S. POSTAGE PAID,” and the words “BULK RATE” must appear in the indicia, directly below the indicia, or to the left of the indicia. The following figure illustrates a company permit.



The following two figures illustrate permit indicia appearing on addressed envelopes.

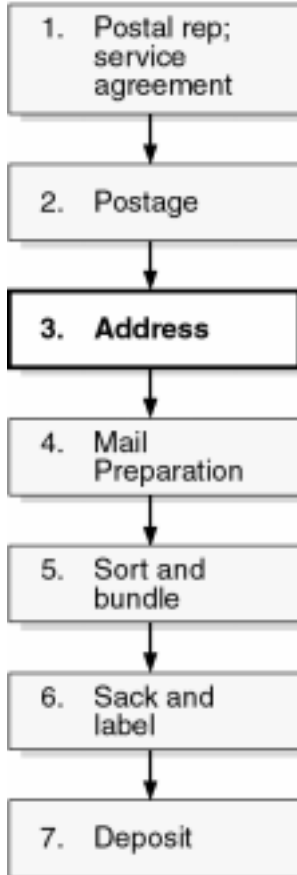


Or



Step 3: Addressing Your Mail

Canada Admail Mailing Steps



Delivery Address

Global Direct - Canada items must bear a complete delivery address. The address must be printed or typewritten in clear, bold type and, in general, must include:

- The addressee's name.
- The street number, street name, and apartment or room number.
- The city.
- The province.
- The valid postal code for the address.

Note: Addresses should not contain the country name – remember, you are using Global Direct - Canada to achieve a local look.

Return Address

The return address on Global Direct – Canada Admail must be placed in one of two acceptable locations:

- On the same side as the delivery address, in the upper left corner. This is the preferred location.

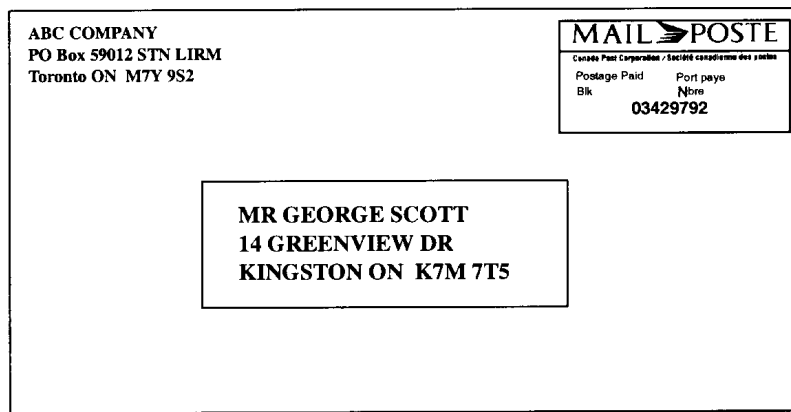
OR

- On the back, near the top edge, and centered between the left and right edges.

You may use either your U.S. return address or a Canadian return address (such as the Canadian return address provided by the USPS).

If you do not have an authorized Canadian return address, the USPS will provide one free of charge. You can request a USPS provided in-country return address when you submit PS Form 3681, *Global Direct Service Agreement* in advance of your first mailing. When using this return address, your Global Direct Customer Identification Number must be included in the return address block on the line below your company name.

The following figure depicts an example with a Canadian return address.



Address Enhancement: Canadian National Change of Address (NCOA)

Current and accurate customer addresses also improve the response rate and reduce the cost associated with postage and wasted material. Licensed vendors provide mailers with access to Canada Post's mover database through a service known as Canadian National Change of Address (NCOA). The Canadian NCOA database currently has 3.1 million names and is updated monthly in electronic format. For a list of recognized vendors, please see the insert in the pocket of this guide.

Forwarding Mail

Mail that cannot be delivered as originally addressed because the addressee has moved will be forwarded to the addressee at no charge if a mail forwarding order is in effect.

Mail bearing the name of the addressee followed by the words "or occupant" will not be forwarded or returned to the sender. It will be delivered as addressed.

Mail addressed to a nonexistent address or incomplete address, or if there is no Change of Address Notification in effect, will be treated as undeliverable mail.

Undeliverable Mail

Mail addressed to a non-existent address or an incomplete address will be treated as undeliverable mail. Mail is considered undeliverable if:

- It does not bear a complete and valid address.
- The addressee has moved without providing a forwarding address.
- The mail is refused by the addressee.
- The postage due is not paid by the sender or the addressee.
- Delivery is prohibited by law.

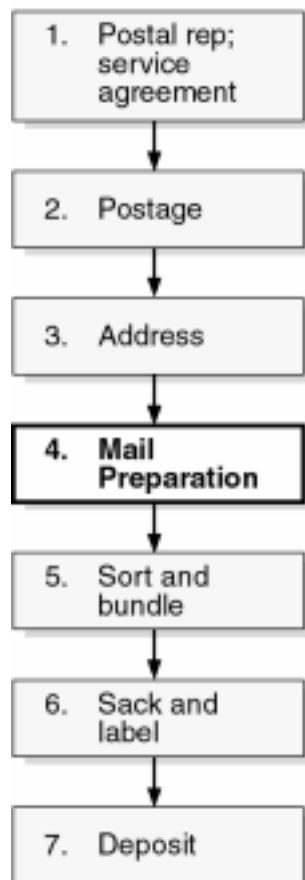
Undeliverable Global Direct – Canada Admail will be returned to the sender only if its cover bears the words “Return Postage Guaranteed.” Mailers using a Canadian identity (Canadian indicia and return address) may have undeliverable items returned to the U.S. through a USPS provided Canadian return address. For rates on this service, please see the inset in the pocket of this guide.

If a USPS indicia and a U.S. return address are used with the endorsement “Return Requested,” returned items are subject to the applicable surface printed matter postage that would have been paid from the United States to Canada.

Undeliverable items without a request for return are disposed of locally.

Step 4: Preparing Your Mail

Canada Admail Mailing Steps



Design Your Mailpiece

When designing your mailpiece, please review the following:

- Size and weight requirements
- Sealing/wrapping regulations
- Correct postal indicia
- Proper format for the delivery address (including use of postal codes)
- Canadian or U.S. return address
- Appropriate postal endorsement

Submit Sample

Prior to mailing, submit a sample of the item or artwork for approval to the Global Customer Support Center. We will review it and either provide you with approval or inform you of any necessary revisions. Samples or artwork can be sent to the Global Customer Support Center at one of the following:

Global Direct
USPS Global Customer Support Center
475 L'Enfant Plaza SW Rm 370-IBU
Washington DC 20260-6500

Fax: 202-314-7192

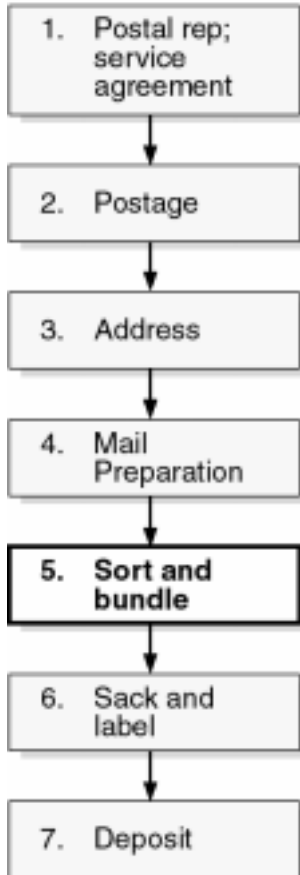
gldirect@email.usps.gov

Produce Mailpiece

Once we have approved your mailpiece, you may proceed with production.

Step 5: Sorting and Bundling Your Mail

Canada Admail Mailing Steps



Canadian Codes

A Canadian postal code has six characters. The first three characters represent the Forward Sortation Area (FSA) — a specific geographic area. The last three characters represent the Local Delivery Unit (LDU) — a very precise location, such as one side of a street. Here is an example of a Canadian postal code:

K2J
FSA

2W3
LDU

The first character of the FSA represents a province or a part of a province. Listed below are the areas of Canada with the letters identifying the areas (see Appendix I for a map of Canada with the identifying letters applied to the areas).

A	Newfoundland	N	Southwestern Ontario
B	Nova Scotia	P	Northern Ontario
C	Prince Edward Island	R	Manitoba
E	New Brunswick	S	Saskatchewan
G	Eastern Quebec	T	Alberta
H	Metropolitan Montreal	V	British Columbia
J	Western Quebec	X	Northwest Territories
K	Eastern Ontario	Y	Yukon Territory
L	Central Ontario		
M	Metropolitan Toronto		

If a postal code's second character is zero (0), it is a rural postal code. A complete rural postal code represents a town or village and surrounding regions served by that post office. Here is an example of a rural postal code:

K0A 1A0

Presorting for Canada Post

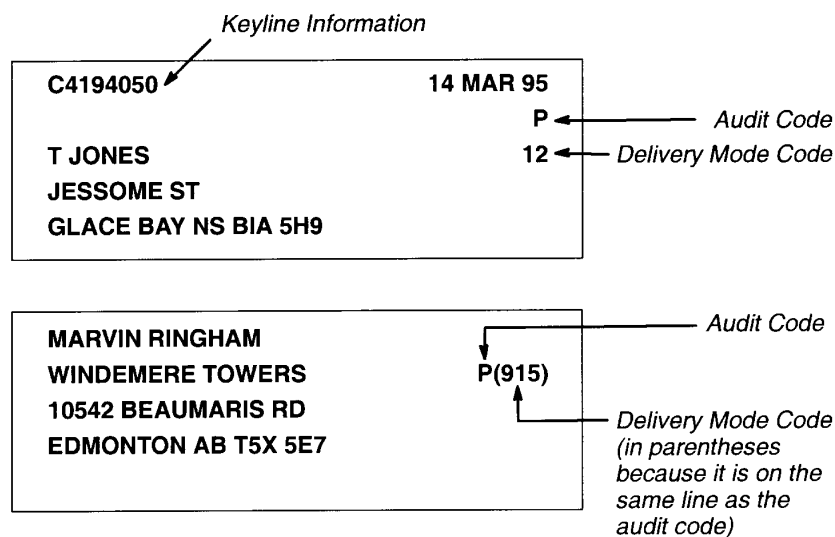
All items must be presorted according to Canada Post requirements. There are two sort options:

- National Distribution Guide (NDG)
- Letter Carrier Presort (LCP)

NDG is the basic sortation that Canada Post uses to distribute Canada's mail. LCP is a further refinement of NDG mail preparation that enables customers to use delivery mode codes assigned to each letter carrier walk or other method of delivery within each urban FSA.

- The delivery mode code is a letter, number, or combination of a letter and number representing a particular delivery service (for example, a letter carrier walk).
- The audit code is a letter that identifies the date of the Canada Post computer tape used to prepare the mailing.

These two codes must appear in the address block on any line other than the keyline or the line that contains the postal codes. The audit code must appear directly above the delivery mode code, or on the same line as the delivery mode code if the delivery mode code appears in parentheses. Both codes are required for the LCP option. The following figures illustrate delivery mode codes, audit codes, and keyline information appearing in addresses.

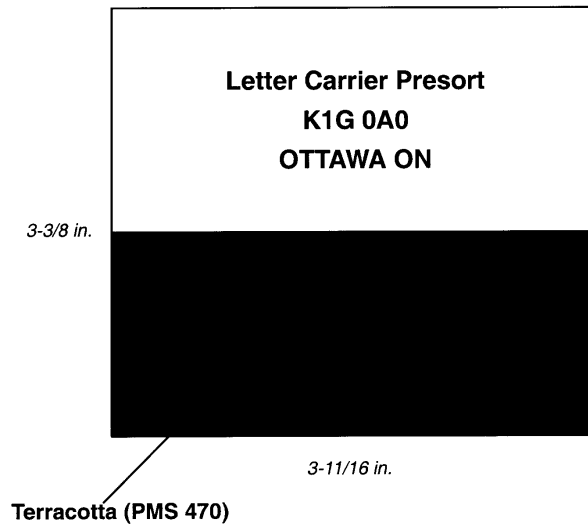


Specialized Software

You will need specialized software to obtain the current delivery mode codes and audit codes regardless of the sort option (NDG or LCP) you choose. This specialized software sorts your mail to the lowest level of sortation. In addition, it calculates your postage and creates facing slips, tray labels, and sack labels. For a list of vendors offering this specialized software, please see the insert in the pocket of this guide.

Bundling Preparation

Mail pieces must be prepared into bundles with the correct facing slip attached. Facing slips must show the postal code on the first line and the name of the destination post office and the symbol of the province on the second line. The specialized software will generate appropriate facing slips. The following figure illustrates a facing slip. The shaded areas must be Terracotta (PMS 470).



Physical Requirements for Bundles

Use the following guidelines when preparing bundles:

- Each bundle must have at least eight items sorted to the same finest level possible.
- Each bundle must be secured with bundling material (such as a rubber band) in a cross-like fashion (with the bundling material being wrapped around the bundle from top to bottom and from side to side).
- Items must face the same way.
- All items must have the same design, size, and shape.
- Standard and Large items must not be mixed in the same bundle, container, or mailing.
- The maximum thickness for a Standard bundle is 4 inches (100 mm).
- The maximum thickness for a Large bundle is 8 inches (200 mm).
- The bundles must be placed in letter trays, flat trays, or sacks to the lowest sortation level possible.

Any remaining items that cannot meet the particular bundling requirements must be bundled into residue bundles and appropriately labeled. The applicable residue rate applies to these bundles.

Sealing

Sealing requirements for various items are listed below:

- Items enclosed in an envelope must be sealed.
- Unfolded single-page self-mailers are acceptable unsealed.
- Self-mailers of more than one page must be spot sealed on all edges unless the pages are securely bound together—glued, or folded in such a way that they cannot come apart through normal postal handling.

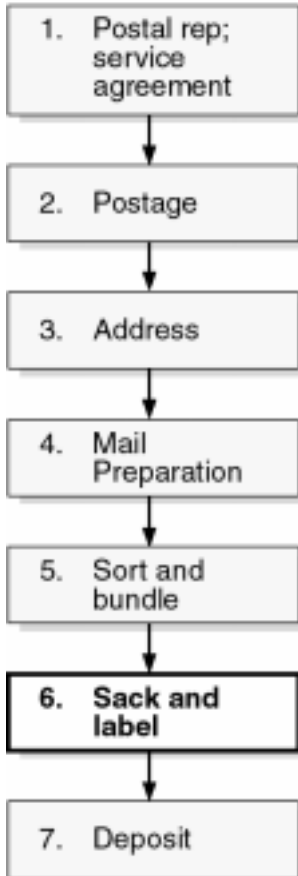
Closed, Transparent, Plastic Wrapping

The Global Direct – Canada Admail service does not require you to enclose mail in closed, transparent, plastic wrapping. However, if you do choose to use such wrapping, your items must meet the following conditions:

- The address label must be firmly attached to the outside of the plastic wrapping. However, the address label may be placed on an item within the plastic wrapping if it is clearly visible. If produced by an ink jet printer, the address block must be legible.
- The plastic wrapping must be tight to avoid excessive movement of the contents.
- The plastic wrapping must not exceed the length or the height of the contents by more than .787 in. (20 mm).
- The gloss of the plastic wrapping must not exceed 60 gloss units.
- The sealing line of the plastic wrapping should be on the back of the item. If placed on the front, it must not interfere with the visibility of the address label.

Step 6: Traying/Sacking and Labeling Your Mail

Canada Admail Mailing Steps



Traying Letter-size Items

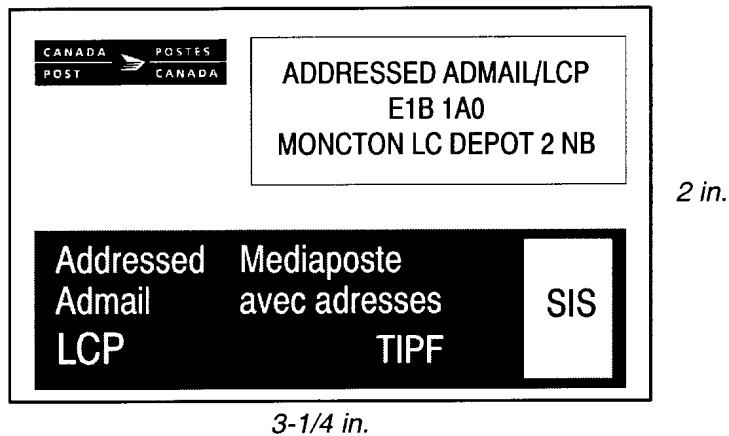
Letter-size items must be placed in letter trays. There are two sizes of letter trays:

- 2-foot MM trays: 21 inches long by 10 inches wide (inside bottom dimensions) by 4 ⁵/₈ inches high.
- 2-foot EMM trays: 21 ³/₄ inches long by 11 ¹/₂ inches wide (inside bottom dimensions) by 6 ¹/₈ inches high.

Each letter tray must be sleeved, banded, and labeled. Tray labels must contain:

- Postal code.
- Name, province of destination, and routing designation (e.g., station, city, DCF, FWD).
- Mail preparation option (NDG or LCP).

The following figure depicts a tray label. The shaded areas must be Terracotta (PMS 470).



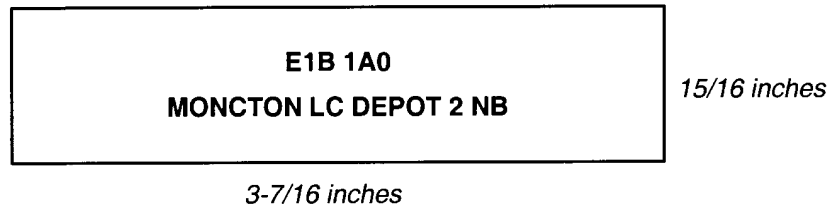
Specialized sortation software will generate appropriate tray labels.

Bundling Flat-Size Items

Items must be prepared into bundles and placed in flat trays or white plastic sacks. Flat tray dimensions are 14 ³/₄ inches long, 10 ³/₄ inches wide (inside bottom dimensions), and 11 ¹/₄ inches to top of tray.

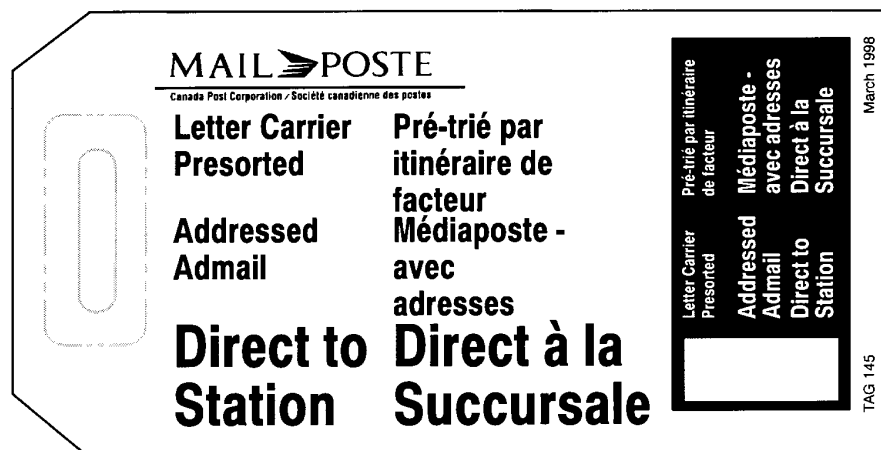
Flat tray labels (container labels) and sack slide labels (keeper tags) must contain:

- Postal code.
- Name, province of destination, and routing designation (e.g., station, city, DCF, FWD).
- Mail preparation option (NDG or LCP). A flat tray label (container label) is the same as the tray label shown previously. The following figure depicts a sack slide label (keeper tag).



Specialized sortation software will generate appropriate flat tray labels (container labels) and sack slide labels (keeper tags).

Additionally, PS Tag 145, *Global Direct – Canada Admail Tag*, is required for sack preparation. Contact your local USPS representative to obtain these tags.



Pallet Specifications

Place labeled trays of letter-size items directly on USPS pallets.

Place labeled flat trays neatly on USPS pallets. White sacks must be placed in gaylords on pallets.

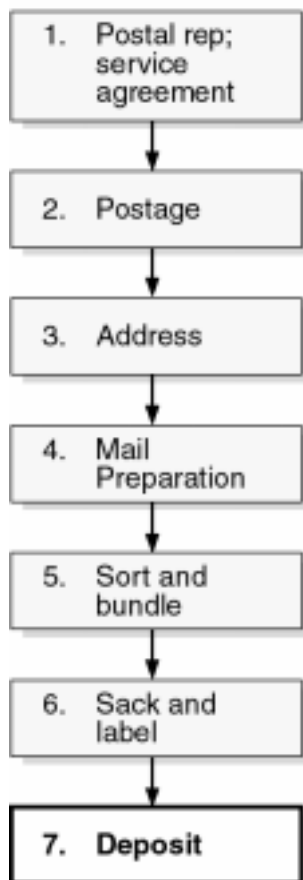
Please use the following guidelines when preparing pallets.

- The minimum height: 20 inches (508 mm)
- Maximum height: 57 inches (1,448 mm)
- The minimum weight is 250 pounds. (113.4 kilo)
- Maximum weight is 2,205 pounds. (1,000 kilo)
- Cap, shrink-wrap, and band each pallet to ensure its integrity during transit.
- Affix the correct placard on all four sides and on the top of each pallet.

Global Direct – Canada pallet placards are located in Appendix D and you can print them from the USPS web site (www.usps.com), in the Business section, from Publication 524. Please use the official Global Direct – Canada pallet placard for the specific acceptance office through which your mailing is accepted. See Appendix E for the list of Global Direct – Canada Acceptance Offices.

Step 7: Sending Your Mail On Its Way

Canada Admail Mailing Steps



Notification of Mailing

At least 5 business days prior to each mailing, submit a completed PS Form 3682, *Global Direct Notification of Mailing* (see Appendix F), to the Global Customer Support Center at one of the following:

Global Direct
USPS Global Customer Support Center
475 L'Enfant Plaza SW Rm 370-IBU
Washington DC 20260-6500

Fax: 202-314-7192

gldirect@email.usps.gov

This serves as a pre-advisement to the USPS and helps assure quick and efficient processing of your mail.

Presentation of Mailing

Present your mailing for verification, acceptance, and postage payment at one of the Global Direct – Canada Acceptance Offices listed in Appendix E along with the PS Form 3656, Global Direct – Canada Admail Postage Statement. (See Appendix C)

Note: If the USPS performs verification and acceptance at your mailing plant, you may have your Global Direct – Canada Admail mailing verified and accepted there, too. Then you transport the mailing to one of the Global Direct – Canada Acceptance Offices along with a completed PS Form 8125, *Drop Shipment Clearance Document*.

Section 2: Global Direct – Canada Publications

What You May Send

Qualifying Mail

These are some of the specific articles that are accepted for mailing as Global Direct – Canada Publications.

To qualify for Publications Mail, a publication must be:

- Published for the purpose of disseminating to the public any one or more of the following: news; articles containing comments on or analysis of the news; and articles with respect to other topics currently of interest to the general public; devoted primarily to one or more of the following: agriculture, fishery, forestry, religion, sciences, social or literacy criticism, review of literature or the arts, or academic or scholarly writings or public health when published by a national or provincial nonprofit organization;
- Published at the frequency of not less than two times a year;
- Addressed to a subscriber, non-subscriber or news dealer in Canada;
- Published with less than 70% space devoted to advertising in more than 50% of the issues in any 12-month period. Advertising and editorial content must be distinguished from one another. For greater certainty, advertising should be clearly marked “advertising.”

Minimum Volume

- You may mail as few as 10,000 pieces and as little as 250 pounds, with a 1,000 piece minimum.

Enclosures and Attachments

- Must not individually or in aggregate affect the ease of handling of the publication.
- Must not be a comingling of paid or free subscriber copies of another publication.
- May not be personalized except for the name of the addressee, with the exception of renewal notices and statements of account in relation to the publication. Proxies and similar documents are not permitted enclosures.
- Must be enclosed with the publication in such way that they cannot become separated during the normal postal handling of mail. If the enclosure does separate, it cannot be delivered and will be recycled.

Size Limits

	Minimum	Maximum
Per piece	5.5 in. (140mm) × 3.5 in. (90mm) × .007 in. (0.18mm)	N/A
Roll form	N/A	Length + 2 x diameter: 41 in. (1040mm) greatest dimension: 35.4 in. (900mm)
Per bundle	N/A	Length + girth: 78.7 in. (2m) greatest dimension: 23.6 in. (600mm)
Per folded newspaper	N/A	14.25 in. (362mm) X 11 in. (279mm) X 6.4 in. (162mm)

Weight Limits

Per piece	N/A	3 lbs. (1.36 kg)
Per bundle	N/A	55 lbs. (25kg)
Bundle height	N/A	7.8 in. (200mm)

Unacceptable Items

- An item that contains dangerous goods.
- An item that does not allow for ease of handling and processing.

Prohibited Items

- You may not send any items with contents prohibited for entry into Canada. Such items are listed in the current issue of the *International Mail Manual* (IMM). The IMM is updated every 2 weeks and can be accessed in the Business Center Section at the USPS web site (www.usps.com).

How To Use Global Direct – Canada Publications

Step 1: Getting Started

Contact Your Representative

To get started, contact your local USPS representative, an International Sales Specialist, or your area marketing office (see Appendix A), who will answer your questions about Global Direct – Canada Publications and provide all the supplies you need.

Complete Global Direct Service Agreement

Submit a completed PS Form 3681, *Global Direct Service Agreement* (see Appendix B) at least 14 days before your first mailing to the Global Customer Support Center. The Global Customer Support Center is staffed with specially trained individuals to assist you in the use of Global Direct – Canada Publications.

Customer Identification Number

Upon receipt of your completed Service Agreement, we will return a copy to you along with a Global Direct Customer Identification Number. This will authorize you to use Global Direct – Canada Publications.

Specialized Software

All items mailed in this service are subject to Canada Post's eligibility and mail preparation requirements for Publications Mail. Items must be sorted on the basis of Canada Post's Letter Carrier Presort (LCP) sort option or National Distribution Guide (NDG) sort option.

Sortation Software

Specialized sortation software is available to sort items according to the NDG and LCP sort options. You must use this specialized sortation software to meet Canada Post's mailing requirements. For a list of vendors offering this specialized software, please see the insert in the pocket of this guide.

Accuracy Software

In addition, recognized software is required for accuracy services. The Address Accuracy Program checks the accuracy and quality of the mail addresses. Canada Post sets the required accuracy level each year. At

the time of mailing, you must present the Statement of Accuracy — which states the accuracy level and is generated from recognized Address Accuracy software. A Statement of Accuracy (SOA) is required for all Publications Mail.

For a list of recognized Address Accuracy vendors that offer this service, please see the insert in the pocket of this guide.

Pre-Qualified Wholesaler Program

The U.S. Postal Service has established alliances with lettershops, consolidators, printers, and fulfillment houses that can provide you with shipping solutions for Global Direct.

For a list of our Pre-Qualified Wholesaler Program, please see the insert in the pocket of this guide.

Step 2: Calculating Your Postage

Postage Rates

Postage rates are determined by the size, weight, and level of sortation of publications being mailed. For the current postage rates, please see the insert in the pocket of this guide.

Postage Statement

You must complete and submit PS Form 3657, *Postage Statement for Global Direct – Canada Publications* (see Appendix G). Specialized sortation software available from vendors will create a facsimile Postage Statement and compute the postage. PS Form 3657, *Postage Statement for Global Direct – Canada Publications* may be obtained in the Business Center Section at the USPS web site at www.usps.com.

Postage Calculation

Postage is computed by the total number of pieces per sortation level multiplied by the appropriate rate. Rates are based on two criteria:

- Mail preparation option: LCP or NDG
- Weight

Penalty Postage

A penalty will be assessed for those items not reading the address accuracy of 95%.

Postage Payment Method

Postage is paid through your advance deposit account maintained at the post office at which the USPS verifies and accepts your Global Direct – Canada Publications mailings. You may have your mailings verified and accepted either at one of the Global Direct – Canada Acceptance Offices listed in Appendix E of this service guide, or through the post office of your mailing plant if the USPS currently performs on-site acceptance and verification at that facility.

As an added convenience, your advance deposit account can be linked to the USPS CAPS International payment system. This system provides you with two significant benefits:

- It eliminates the need for maintaining funds at multiple local post offices.
- Postage for Global Direct – Canada Publications (as well as International Surface Air Lift and International Priority Airmail) mailings are debited on a deferred basis, twice each month. Postage is not debited at the time of mailing.

To apply for a CAPS International account, contact the Global Customer Support Center at one of the following:

Global Direct
USPS Global Customer Support Center
475 L'Enfant Plaza SW Rm 370-IBU
Washington DC 20260-6500
Fax: 202-314-7192
gldirect@email.usps.gov

Identification

Newspapers and periodicals must have the following information printed on one of the first five pages of each issue: (Whether in the masthead or not)

- 1) The words "Agreement Number 03429792";
- 2) The address to which change of address information and address blocks of undeliverable copies should be sent. (The USPS will provide a Canadian return address if you do not have an address in Canada.)

If the publication is mailed under cover, the information outlined above must be clearly visible on the outside of the envelope or, if clear-wrapped, on the front or back cover of the publication.

Step 3: Addressing Your Mail

Addressing

All addresses must meet the Canadian Addressing Standard and comply with Canada Post's Postal Code Verification policy and Address Verification policy.

- Every item must be addressed to a specific individual or to a company name and include the complete address, including the valid postal code for that address.
- Copies or bundles cannot be addressed to “The Occupant,” “The Boxholder,” or “The Householder.”
- Addresses should be typed or written in uppercase or block letters and must be legible.
- The ink used for these addresses must contrast with the color of paper used.
- All lines of the address must be formatted with a uniform left margin.
- Punctuation marks should not be used unless they are part of a place name (e.g. ST. JOHN'S).
- The two-letter symbol for the province name should be used.
- The postal code should always appear on the same line as the municipality and province name and must be separated from the province by two spaces.
- Characters and numbers in the address block must have a minimum height of 0.08 inches (2mm) and a maximum 0.19 inches (5mm). This includes the printing of the Delivery Mode Code (where applicable).

Address Placement

When mailing newspapers, the address must be located:

- In the upper left-hand corner, when a single copy is mailed unwrapped.
- On the outside of the wrapper or on the upper left hand corner of the newspaper, when a single copy is mailed wrapped.
- Where several copies of the newspaper are wrapped or tied together in a bundle for mailing to a single addressee at one address, on a label affixed to the outer copy of the bundle or on the outside of the wrapper.

When mailing periodicals, the address must be located:

- At a place that can be easily read when holding the bound edge (spine) of one copy in the right hand when a single copy of the periodical is mailed unwrapped,
- On the outside of the plastic wrap or on the item itself or on an insert or card within it where the address can be easily read when a single copy is mailed wrapped,
- Where several copies of the periodical are wrapped or tied together in a bundle for mailing to a single addressee at one address, on a label affixed to the outer copy of the bundle or on the outside wrapping.

The address must be placed firmly on the publication, the envelope, the plastic wrap, or on the insert or card inside the plastic wrap where it can be easily read. If address labels are used, they should be light in color, white, pale yellow, or beige. Use a high-quality glue on the labels so they don't come off the publication or wrapper during mailing.

Delivery Mode Code (DMC)

The Delivery Mode Code (DMC) must appear on any line in the address block other than the lines containing the delivery address information. The DMC must be located on the third line (or higher) counted up from the bottom and at least three character spaces to the right of the last character of the line selected in the address block. The DMC cannot appear on the key line (the key line is reserved for customer information).

Address Enhancement: Canadian National Change of Address (NCOA)

Current and accurate customer addresses also improve the response rate and reduce the cost associated with postage and wasted material. Licensed vendors provide mailers with access to Canada Post Corporation's mover database through a service known as Canadian National Change of Address (NCOA). The Canadian NCOA database currently has 3.1 million names and is updated monthly in electronic format. For a list of recognized vendors, please see the insert in the pocket of this guide.

Forwarding Mail

Publications Mail will be forwarded free of charge when an official Canada Post forwarding order request is in effect.

Return of Undeliverable Mail

For any Publications Mail that is considered undeliverable, the address block will be returned to the customer. If the address block is located on the cover of the newspaper or periodical, the cover will be returned. If the address block is not located on the cover, then the envelope, wrapper, or insert card (that which bears the address block) and a sample cover will be returned. A fee will be charge for this service. For the rate of returns, please see the insert of the pocket of this guide.

Step 4: Preparing Your Mail

Design Your Mailpiece

- Size and weight requirements
- Sealing/wrapping regulations
- Correct postal indicia
- Proper format for the delivery address (including use of postal codes)
- Canadian or U.S. return address

Submit Sample

Prior to mailing, submit a sample of the item or artwork for approval to The Global Customer Support Center. We will review it and either provide you with approval or inform you of any necessary revisions.

Samples or artwork can be sent to the Global Customer Support Center at one of the following:

Global Direct
USPS Global Customer Support Center
475 L'Enfant Plaza SW Rm 370-IBU
Washington DC 20260-6500
Fax: 202-314-7192
gldirect@email.usps.gov

Produce Mailpiece

Once we have approved your mailpiece, you may proceed with production.

Step 5: Sorting and Bundling Your Mail

Sorting and Bundling

Customers must presort the Publications Mail using one of the following methods:

- Letter Carrier Presort (LCP)
- National Distribution Guide (NDG)

The LCP option allows customers to sort their items to specific Letter Carrier routes. Specialized sortation software is available through recognized software vendors.

Bundles must have at least six items sorted to the finest level possible.

Specialized Software

You will need specialized software to obtain the current delivery mode codes and audit codes regardless of the sort option (NDG or LCP) you choose. This specialized software sorts your mail to the lowest level of sortation. In addition, it calculates your postage and creates facing slips, tray labels, and sack labels. For a list of vendors offering this specialized software, please see the insert in the pocket of this guide.

Special Packaging

Publications Mail may be placed in a paper envelope or wrapper or in a closed, transparent plastic wrapper as long as:

- The wrap is drawn tightly over the item to avoid excessive movement of the contents,
- The wrap does not exceed the length of the height of the contents by .81 inches (20 mm),
- The sealing line of the wrap is placed on the back of the item. If the sealing line is placed on the front, it must not interfere with the visibility of the address block.

Items mailed in envelopes must be completely sealed.

Bundling Preparation

Physical Requirements for Bundles

Use the following guidelines when preparing bundles:

- Each bundle must have at least six items sorted to the same finest level possible.
- Each bundle must be secured with bundling material.
- Items must face the same way.
- All items must have the same design, size, and shape.

Step 6: Sacking and Labeling Your Mail

Labels and Tags

The type of labels or tags used will be determined by the mail presortation options and whether the item is time-committed or non-time-committed. The list of labels and tags are as follows:

- For mailings deposited in bags, use one of the following:
 - Publications - NDG Make-up
- Time-committed
 - Publications - NDG Make-up
- Non-time-committed
 - Publications - LCP Make-up
- Time-committed
 - Publications - LCP Make-up
- Non-time-committed

Specialized sortation software will also provide the types of labels and or tags based on the sortation and whether the item is time-committed or non-time-committed.

Palletizing Your Items

Place labeled bags of flat-size items neatly into pallet boxes placed on USPS pallets.

Please use the following guidelines when preparing pallets:

- The minimum height is 20 inches (50 cm).
- The maximum load height is 57 inches (1,448 mm).
- The minimum weight is 250 pounds (113.4 kilograms).
- The maximum weight is 2,205 pounds (1,000 kilograms).
- Cap, shrink-wrap, and band each pallet to ensure its integrity during transit.
- Affix the correct placard on all four sides and on the top of each pallet.

Global Direct – Canada pallet placards are located in Appendix D and you can print them from the USPS web site (www.usps.com), in the Business Center section, from Publication 524. Please use the official

Global Direct – Canada pallet placard for the specific acceptance office through which your mailing is accepted. See Appendix E for the list of Global Direct – Canada Acceptance Offices.

Step 7: Sending Your Mail On Its Way

Notification of Mailing

At least 5 business days prior to each mailing, submit a completed PS Form 3682, *Global Direct Notification of Mailing* (see appendix F), to the Global Customer Support Center at one of the following:

USPS Global Direct
Global Customer Support Center
475 L'Enfant Plaza SW Rm 370-IBU
Washington DC 20260-6500

Fax: 202-314-7192

gldirect@email.usps.gov

This serves as a pre-advisement to the USPS and helps assure quick and efficient processing of your mail.

Presentation of Mailing

Present your mailing for verification, acceptance, and postage payment at one of the Global Direct Acceptance Offices listed in Appendix E along with the PS Form 3657, *Postage Statement for Global Direct – Canada Publications* (see Appendix G).

Note: If the USPS performs verification and acceptance at your mailing plant, you may have your Global Direct – Canada Publications mailing verified and accepted there, too. Then you transport the mailing to one of the Global Direct - Canada Acceptance Offices along with a completed PS Form 8125, *Drop Shipment Clearance Document*.

Section 3: Global Direct – Canada Mailbox Service

Reply Service Option: Global Direct Mailbox Service

Global Direct Mailbox Service provides you with an easy and cost-effective way to use domestic business reply services in Canada. With this service, we provide you with domestic business reply format requirements for Canada, as well as a local response address. You then distribute postage-paid business reply cards/letters to your customers. After these items are mailed back to the local response address in Canada, we forward them to you in the U.S. You pay only for the replies you receive.

Experience has shown that many customers feel more comfortable responding to local offers. By giving you a perceived local presence, Global Direct Mailbox Service can help you increase response rates. In addition, you do not have to deal with local agents in Canada.

How To Use Global Direct Mailbox Service

Step 1: Getting Started

Complete Global Direct Mailbox Service Application

Submit a completed PS Form 3658, *Global Direct Mailbox Service Application* (see Appendix E) to one of the following:

Global Direct Mailbox Service
Global Customer Support Center
United States Postal Service
475 L'Enfant Plaza SW Rm 370-IBU
Washington DC 20260-6500

Fax: 202-314-7192

gldirect@email.usps.gov

Upon receipt of your application, we will assign you a Global Direct Mailbox Service Customer Identification Number. This will authorize you to use Global Direct Mailbox Service.

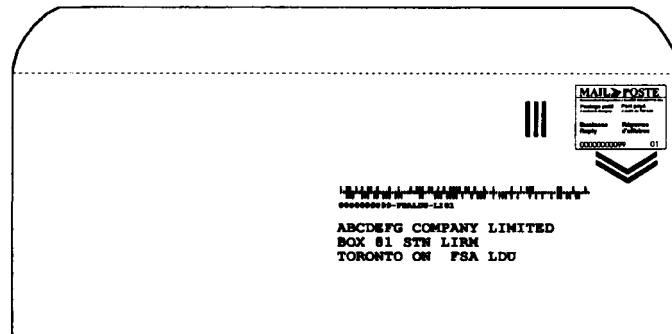
Step 2: Formatting Your Cards and Envelopes

Mail Standards

Only envelopes and cards are acceptable.

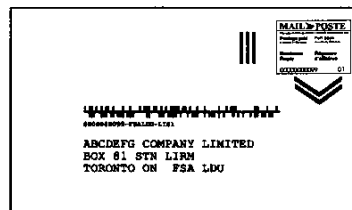
Envelopes and Self-Mailers

- Minimum size: 3 ⁹/₁₆ in. (90 mm) × 5 ¹/₂ in. (140 mm)
- Maximum size: 5 ⁷/₈ in. (150 mm) × 9 ⁵/₈ in. (245 mm)
- Maximum thickness: ³/₁₆ in. (5 mm)
- Minimum thickness: .007 in. (0.18 mm)
- Choose a paper stock of at least 20 pounds. If multi-web self-mailers are used, they must be closed on all four edges. There should not be large sealing gaps.



Cards

- Minimum size: 3 ⁹/₁₆ in. (90 mm) × 5 ¹/₂ in. (140 mm)
- Maximum size: 105 mm × 148 mm
- Minimum thickness: .007 in. (0.18 mm)
- Choose a card stock of at least 75 pounds.



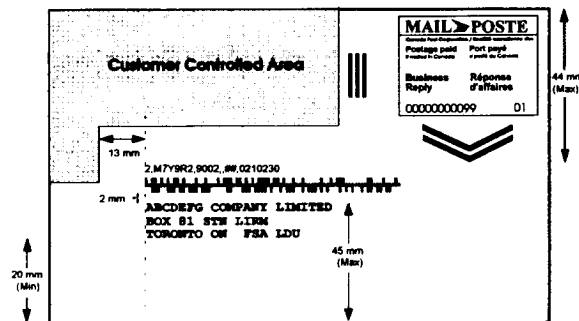
Canada Post Artwork

Once your application is approved, you will be sent Global Direct Mailbox Service camera-ready artwork. You give the artwork to a printer with the printing instructions for production of your envelopes or cards.

Proper Placement of Elements

Business Reply Indicia and Two Chevrons

The indicia contains your customer number, account number, and sortation code. The two chevrons help your customers to identify the mail as Global Direct Mailbox.



Canadian Barcode

The barcode is a machine-readable code that speeds up the handling of your mail. The barcode contains the same information as the indicia, as well as your company's postal code and product type. A sample Canadian barcode is shown below.



U.S. Barcode

You must have a U.S. barcode in the lower left-hand corner of the envelope or card. This will be provided after you have completed the application process. A sample U.S. barcode is shown below.



Address

The Global Direct Mailbox address contains your company's name and special unique address and postal code located in Toronto. You may modify **only** the **first line** of the address (your company's name). The rest of the address is as follows:

PO BOX 59012 STN LIRM
TORONTO ON M7Y 9S2

In addition to formatting your item according to Canada Post requirements, you must also include your Global Direct Customer Identification Number in the address block, on the line below your company name.

Prior to mailing, submit a sample of the item or artwork for approval to the Global Customer Support Center. We will review it and either provide you with approval or inform you of any necessary revisions.

Samples or artwork can be sent to one of the following:

Global Direct Mailbox Service
USPS Global Customer Support Center
475 L'Enfant Plaza SW Rm 370-IBU
Washington DC 20260-6500
Fax: 202-314-7192
gldirect@email.usps.gov

Step 3: Receiving Your Responses

Your items will be returned from the local response address in Canada to the Global Customer Support Center for processing. We will then promptly forward the items by First-Class Mail to your U.S. address designated on PS Form 3658, *Global Direct Mailbox Service Application*.

Step 4: Calculating Your Postage

Postage Rates

For current rates, please refer to the insert portion of the Service Guide.

Postage Payment

Global Direct Mailbox Service items will be returned to you on a postage-due basis through your local post office.

Where To Get More Information

If you have questions about Global Direct Canada, we want to answer them. Contact your local Postal Service representative or an International Sales Specialist, or write us at:

Global Direct
USPS
475 L'Enfant Plaza SW Rm 370-IBU
Washington DC 20260-6500
gldirect@email.usps.gov

This publication has been prepared as an aid to Global Direct - Canada users. The primary legal and technical sources for this customer publication are the *International Mail Manual (IMM)* and Canada Post mailing requirements. Postal regulations and services change periodically. If any information in this publication conflicts with the *IMM* and/or Canada Post's *Postal Guide*, the *IMM* and/or the *Postal Guide* will take precedence.

Appendix A

Marketing Offices

Allegheny Area Office

ONE MARQUIS PLAZA, 5315 CAMPBELLS RUN RD
PITTSBURGH, PA 15277-7090
Phone: 412-494-2512
Fax: 412-494-2512

Northeast Area Office

6 GRIFFIN RD N
WINDSOR CT 06006-7020
Phone: 860-285-7392
Fax: 860-285-1202

Great Lakes Area Office

244 KNOLLWOOD DR 4TH FLOOR
BLOOMINGDALE IL 60117-4000
Phone: 630-539-4783
Fax: 630-539-7111

Pacific Area Office

400 OYSTER POINT BLVD SOUTH
SAN FRANCISCO CA 94099-4100
Phone: 650-635-3020
Fax: 650-635-3016

Mid-Atlantic Area Office

2800 S SHIRLINGTON RD
ARLINGTON, VA 22206-7090
Phone: 703-824-5111
Fax: 703-824-5123

Southeast Area Office

225 N HUMPHREYS BLVD
MEMPHIS TN 38166-0870
Phone: 901-747-7607
Fax: 901-747-7616

Midwest Area Office

PO BOX 66602
ST LOUIS MO 63166-6602
Phone: 314-692-5690
Fax: 314-692-5300

Southwest Area Office

PO BOX 224883
DALLAS TX 75222-4883
Phone: 214-267-3137
Fax: 214-267-3179

New York Metro Area Office

142-02 20TH AVE RM 330
FLUSHING NY 11351-0500
Phone: 718-321-5850
Fax: 718-463-8391

Western Area Office

1745 STOUT ST STE 301
DENVER CO 80399-7000
Phone: 303-313-5115
Fax: 303-313-5111

Appendix **B**

PS Form 3681 – Global Direct Service Agreement



Global Direct Service Agreement
(Confidential: USPS use only)

A. General

1. Mailer's Name		2. Mailer's Address (No., street., ste. no., city, state, ZIP Code)	
3. Contact Person			
4a. Telephone No. (Include area code)			
4b. Fax No. (Include area code)			
5. Estimated Date of Initial Mailing			
6. Estimated Mailing Frequency	7. Estimated Volume per Mailing	The United States Postal Service (USPS) and the mailer named above agree to enter into this Global Direct service agreement. This agreement is subject to the terms herein as well as regulations and requirements published in the <i>International Mail Manual (IMM)</i> , Publication 522, <i>Global Direct Service Guide</i> , and Publication 524, <i>Global Direct - Canada Service Guide</i> .	

B. Notification of Mailing

Mailer must submit a completed Form 3682, *Notification of Mailing*, (see Publication 522, *Global Direct Service Guide*, and Publication 524, *Global Direct - Canada*) at least five (5) business days before each mailing date.

C. Plant-Verification Dropship Mailing Locations(s)

USPS personnel perform verification and acceptance at my mailing plant. I request verification and acceptance of Global Direct mailings at this location. (If checked complete boxes below.)

1. Mailing-Plant Location	2. Contact Name
	3. Telephone No. (Include area code)

D. Acceptance (Check locations where you will enter your mailings)

1. For Canada ONLY

<input type="checkbox"/> Buffalo Auxiliary Service Center
<input type="checkbox"/> Chicago O'Hare AMC International Annex
<input type="checkbox"/> Detroit BMC
<input type="checkbox"/> New Jersey International BMC
<input type="checkbox"/> New York JFK International Service Center
<input type="checkbox"/> Seattle BMC

2. For All Other Countries

<input type="checkbox"/> Chicago O'Hare AMC International Annex
<input type="checkbox"/> Dallas International Service Center
<input type="checkbox"/> Miami PDC
<input type="checkbox"/> New York JFK International Service Center
<input type="checkbox"/> Los Angeles Worldway AMC
<input type="checkbox"/> San Francisco PDC

E. Return Address

I request a USPS-provided in-country return address for the following country(ies):

NOTE: General correspondence and other items may occasionally be sent to this address by customers in the destination country. I agree to pay the USPS for the return of such items to my designated US address. (See Publication 522, *Global Direct Service Guide*, and Publication 524, *Global Direct - Canada*, for rate information.)

If checked, the USPS will provide you with all requested in-country return addresses (Including your Global Direct Customer ID No.):

F. Agreement

In witness whereof, each party to this agreement has caused it to be executed:

1. On Behalf of the USPS		2. On Behalf of Mailer	
a. Printed Name and Signature		a. Printed Name and Signature	
b. Title	c. Date	b. Title	c. Date
d. Global Direct Customer ID No.			

Submit this completed form to:

GLOBAL CUSTOMER SUPPORT CENTER
UNITED STATES POSTAL SERVICE
475 L'ENFANT PL SW RM 370 IBU
WASHINGTON DC 20260-6500

-or-

gldirect@email.usps.gov
Fax No.: 202-314-7192

Appendix C

PS Form 3656 – Postage Statement for Global Direct – Canada Admail

A copy of PS Form 3656, *Postage Statement for Global Direct – Canada Admail (Permit Imprint)*, appears on the following pages.

United States Postal Service
**Postage Statement for Global Direct —
 Canada Admail (Permit Imprint)**

(Mailer: Complete all items by typewriter, pen or indelible pencil. Prepare in duplicate if you need a receipt.)

Mailer/Mailing Agent Information	1. Post Office of Mailing	2. Mailing Date	3. Statement Seq. No.	4. Receipt Number	5. <input type="checkbox"/> Check Here if Mailing Under an ICM Agreement	
	6. Permit Number	7. Customer Agreement No.	8. CAPS Reference No.	9. Container Quantity Sacks _____ Letter Trays _____ Pallets _____		
	10. Address Accuracy Rate (Statement of Accuracy Attached) _____ %	11. Category (Check one) <input type="checkbox"/> Standard <input type="checkbox"/> Large	12. Alpha Date Character (LCP only)	13. Total Pieces	14. Total Weight (lbs.) (Less Tare)	15. Total Tare Weight (lbs.)
	16. Mailer's Name and Address (Include ZIP Code)			17. Mailing Agent's Name and Address (Include ZIP Code)		
	<input type="checkbox"/> Check if Permit Holder			<input type="checkbox"/> Check if Permit Holder		

Sortation Information		19. Item 1		20. Item 2		21. Item 3		22. Total Weight (Pounds) (19c+20c+21c)	23. Total Pieces (19b+20b+21b)	24. Rate per Piece (Enter rate)	25. Postage (23 x 24)
18. Mail Preparation Option (Check One) <input type="checkbox"/> NDG <input type="checkbox"/> LCP	Delivery Mode Direct	a. Single-Piece Weight lbs.	b. Number of Pieces	a. Single-Piece Weight lbs.	b. Number of Pieces	a. Single-Piece Weight lbs.	b. Number of Pieces				
	Delivery Facility										
	Direct Rural										
	City										
	Distribution Center Facility										
	Forward Consolidation Point										
	Residue										
26. Totals											
27. TOTAL POSTAGE (Sum of amounts in column 25)										\$	
Excess Weight Postage - if applicable (For items over 0.1100 lbs. up to 1.100 lbs. over 1.76 ozs. up to 17.6 ozs.)											
28. Total Weight of Mailing in Pounds (From Column 22)									lbs.		
29. Base Allowance Weight (Pieces [From Column 23] x 0.1100 lbs.)									lbs.		
30. Total Pounds Subject to Additional Charge (Line 28 - Line 29)									lbs.		
31. Rate per Pound (Enter rate)									\$		
32. EXCESS WEIGHT POSTAGE (Line 30 x Line 31)										\$	
33. ADDITIONAL POSTAGE PAYMENT (if applicable)										\$	
34. COMBINED TOTAL POSTAGE (Line 27 + Line 32 + Line 33)										\$	
35. DISCOUNT APPLIES <input type="checkbox"/> Yes <input type="checkbox"/> No Discount Amount = _____ % x Line 34.										\$	
36. TOTAL POSTAGE DUE (Line 34 - Line 35 if applicable)										\$	

Certification
 The signature of a mailer or its agent certifies that it will be liable for and agrees to pay, subject to appeals prescribed by postal laws and regulations, any revenue deficiencies assessed on this mailing. (If this form is signed by an agent, the agent certifies that it is authorized to sign this statement, that the certification binds the agent and the mailer and both the mailer and the agent will be liable for and agree to pay any deficiencies.) The submission of a false, fictitious, or fraudulent statement may result in imprisonment of up to 5 years and a fine of up to \$10,000 (18 USC 1001). In addition, a civil penalty of up to \$5,000 and an additional assessment of twice the amount falsely claimed may be imposed (31 USC 3802). I hereby certify that all information furnished on this form is accurate and truthful, that the mailing does not contain any dangerous articles prohibited by postal regulations, and that the material presented qualifies for the rates of postage claimed.

Signature of Permit Holder or Agent (Both principal and agent are liable for any postage deficiency incurred.)										Telephone Number	
Weight of a Single Piece (If identical)		(Item 1)	(Item 2)	(Item 3)	Are the figures at left adjusted from mailer's entries? <input type="checkbox"/> Yes <input type="checkbox"/> No					Round Stamp (Required)	
Total Pieces					If "Yes," Reason						
Total Weight		Total Tare Weight									
Total Postage		Date Mailer Notified			Contact		By (Initials)				
I CERTIFY that this mailing has been inspected concerning: (1) eligibility for the rate of postage claimed; (2) proper preparation (and presort where required); and (3) proper completion of the postage statement.				Signature of Weigher				Time		AM PM	

INSTRUCTIONS

1. Enter city/state and ZIP Code of post office of mailing.
- 2-4. Self explanatory.
5. Check here if mailing under an International Customized Arrangement (ICM) (See IMM 290).
6. Enter permit number.
7. A mailer must enter into a service agreement to use this service. Under this agreement, the mailer must meet the requirements of, and prepare the mail in accordance with the USPS Global Direct Admail/Canada Service Guide, the Canada Post Letter Carrier Mail Preparation Requirements Guide, and Canada Post National Distribution Guide. The USPS will provide each mailer a copy of the *USPS Global Direct Admail Service Guide*, Pub. 524.
8. Enter CAPS Customer Service Number, if applicable.
9. Self explanatory.
10. Enter Address Accuracy percentage rate. The Statement of Accuracy (SOA) must be generated by Canada Post Corporation (CPC) recognized software.
11. Check appropriate block for size category (only one applies).
12. Enter current alpha date character if using Letter Carrier Presort Option.
13. Enter total pieces in mailing.
14. Enter Total Weight in mailing, excluding tare weight (expressed to 4 decimal places).
15. Enter Tare Weight of all containers.
- 16-17. Enter mailer and agent information.

POSTAGE STRUCTURE

The rate of postage is based on three criteria:

- a. Mail preparation option: National Distribution Guide (NDG) or Letter Carrier Presort (LCP), and;
- b. Size category: standard or large, and;
- c. Weight: (Category 1) for items 0.1100 lbs or less (1.76 ozs. or less) or
(Category 2) for items over 0.1100 lbs (over 1.76 ozs) up to 1.100 lbs. (17.6 ozs.)

Refer to IMM 612.31 for postage rates. **NOTE:** All pieces in a mailing must weigh within one of two weight categories: (1) 0.1100 lbs. or less; or (2) over 0.1100 lbs. up to 1.100 lbs. Different weights within these two categories must be listed separately on the postage statement. These two weight categories cannot be mixed in a single mailing and must be listed on separate postage statements.

Postage Computation

- 18-21. Enter single piece weight (in pounds) for Items 1, 2, and 3 (as applicable); enter number of pieces per separation level, and enter total weight for each item. **NOTE:** All weights are expressed to 4 decimal places.
22. Enter total weight (in pounds expressed to 4 decimal places) for Items 1, 2 & 3. (19c + 20c + 21c)
23. Enter total number of pieces for Items 1, 2, & 3. (19b + 20b + 21b)
24. Enter applicable per piece postage. (Refer to rate chart in IMM 612.)
25. Multiply total number of pieces by per piece rate to determine postage. (23 x 24)
26. Enter Totals. (sum of amounts in Columns 19, 20, 21, 22 & 23)
27. Enter Total Postage. (sum of amounts in Column 25) **NOTE:** Total Postage is rounded off to nearest cent.

NOTE: Additional postage required for items weighing over 0.1100 lbs.

Excess Weight Postage-if applicable (For items over 0.1100 lbs. up to 1.100 lbs. [over 1.76 ozs. up to 17.6 ozs.]

28. Enter total weight in pounds expressed to 4 decimal places. (amount from Column 22)
29. Enter based allowance weight. (total pieces Column 23 x 0.1100 lbs.)
30. Enter pounds subject to additional charge. (28 - 29)
31. Enter applicable rate per pound.
32. Enter **Excess Weight Postage**. (30 x 31)
33. Enter Additional Postage Payment (if applicable).
34. Enter **Combined Total Postage**. (27 + 32 + 33)
35. Compute and Enter **Discount Amount**, if applicable.
36. **Total Postage Due** (Line 34 minus Line 35), if applicable.

Certification - self explanatory.

Appendix D

Global Direct – Canada

Pallet Placards

TO: TORONTO

(T.E.O.)

via: JKF AMC

TORONTO EXCHANGE OFFICE

1695 DREW ROAD

TORONTO ON L5S 1J5

DATE: _____

Departure(s):

HCR:

TRIP

CONTENTS:

GLOBAL DIRECT
CANADA
DO NOT OPEN IN
TRANSIT

CONTAINER _____ OF _____

Origin: Post Office Name

PREPARED BY: Company Name

Effective: 07/01/99

TO: MONTREAL

via: NJI & BMC

**ST LAURENT MPP
555 MCARTHUR ST
ST LAURENT QC H4T 1T8**

DATE: _____

Departure(s):

HCR: TRIP

CONTENTS:

**GLOBAL DIRECT
CANADA
DO NOT OPEN IN
TRANSIT**

CONTAINER _____ OF _____

Origin: Post Office Name

PREPARED BY: Company Name

Effective: 07/01/99

TO: TORONTO

(T.E.O.)

via: BUFFALO ASF

TORONTO EXCHANGE OFFICE

1695 DREW ROAD

TORONTO ON L5S 1J5

DATE: _____

Departure(s):

HCR:

TRIP

CONTENTS:

**GLOBAL DIRECT
CANADA**

**DO NOT OPEN IN
TRANSIT**

CONTAINER _____ OF _____

Origin: Post Office Name

PREPARED BY: Company Name

Effective 07/01/99

TO: TORONTO

(T.E.O.) via: DETROIT BMC

TORONTO EXCHANGE OFFICE

1695 DREW ROAD

TORONTO ON L5S 1J5

DATE: _____

Departure(s):

HCR: TRIP

CONTENTS:

**GLOBAL DIRECT
CANADA**

**DO NOT OPEN IN
TRANSIT**

CONTAINER _____ OF _____

Origin: Post Office Name

PREPARED BY: Company Name

Effective 07/01/99

TO: TORONTO

via: AMC O'HARE

(T.E.O.)

INTERNATIONAL ANNEX

TORONTO EXCHANGE OFFICE

1695 DREW ROAD

TORONTO ON L5S 1J5

DATE: _____

Departure(s):

HCR:

TRIP

CONTENTS:

GLOBAL DIRECT
CANADA
DO NOT OPEN IN
TRANSIT
CONTAINER _____ OF _____

Origin: Post Office Name

PREPARED BY: Company Name

Effective: 07/01/99

TO: VANCOUVER

via: SEATTLE BMC

**VANCOUVER MPP
349 WEST GEORGIA ST
VANCOUVER BC V6B 1Y9**

DATE: _____

Departure(s):

HCR: TRIP

CONTENTS:

**GLOBAL DIRECT
CANADA
DO NOT OPEN IN
TRANSIT**

CONTAINER _____ OF _____

Origin: Post Office Name

PREPARED BY: Company Name

Effective: 7/01/99

Appendix E

Global Direct – Canada Acceptance Offices

Global Direct – Canada Acceptance Offices		
Location	Facility	Telephone Numbers
New York, NY	JOHN F KENNEDY AIRPORT MAIL CENTER BUILDING 250 JOHN F KENNEDY INTERNATIONAL AIRPORT JAMAICA NY 11430-9998	718-553-7216 718-553-9146
Jersey City, NJ	NEW JERSEY INTERNATIONAL BULK MAIL CENTER US POSTAL SERVICE 80 COUNTY RD JERSEY CITY NJ 07097-9998	201-714-6809 201-714-6810
Buffalo, NY	BUFFALO AUXILIARY SERVICE FACILITY BUFFALO PROCESSING & DISTRIBUTION CENTER 1200 WILLIAM ST BUFFALO NY 14240-9998	716-846-2415
Detroit, MI	DETROIT BULK MAIL CENTER US POSTAL SERVICE 17500 OAKWOOD BOULEVARD ALLEN PARK MI 48101-9755	313-226-8858
Chicago, IL	AMC O'HARE INTERNATIONAL ANNEX US POSTAL SERVICE 3333 COUNTY LINE RD/MOUNT PROSPECT RD FRANKLIN PARK IL 60131-1347	847-957-0503
Seattle, WA	SEATTLE BULK MAIL CENTER US POSTAL SERVICE 34301 9 TH AVENUE S. FEDERAL WAY WA 98003-6721	206-521-0449

Appendix F

PS Form 3682 – Global Direct Notification of Mailing



**Global Direct
Notification of Mailing**
(Confidential: USPS use only)

See Publications 522, *Global Direct Service Guide*, and Publication 524, *Global Direct – Canada*, before completion for terms and conditions.

A. General

1. Mailer's Name		2. Mailer's Address (No., street., ste. no., city, state, ZIP + 4)	
3. Contact Person			
4a. Telephone No. (Include area code)			
4b. Fax No. (Include area code)			
5. Destination Country		6. Date Notified	7. Global Direct Customer ID No.

B. Mailing Information

1. Mailing Date	2. Estimated Total Mailing Weight	3. Container Quantity Trays _____ Pallets _____	4. Acceptance Location <input type="checkbox"/> Plant-Verification Drop Shipment Location: <input type="checkbox"/> Global Direct Acceptance Location:
5. Return Address - See PS Form 3681. (Including Global Direct Customer Identification Number). Check the appropriate box: <input type="checkbox"/> I will use my own in-country return address <input type="checkbox"/> I will use the following USPS-provided in-country return address:			6. I am requesting the return of "Undeliverable-As-Addressed" items to the USPS in-country return address. I would like these items sent to the following US address (No., street., ste. no., city, state, ZIP + 4):

NOTE: General correspondence and other items may occasionally be sent to this address by customers in the destination country. I agree to pay the USPS for the return of such items to my designated US address. (See Publication 522, *Global Direct Service Guide*, and Publication 524, *Global Direct – Canada*, for rate information.)

C. Comments

Submit this completed form to:

GLOBAL CUSTOMER SUPPORT CENTER
UNITED STATES POSTAL SERVICE
475 L'ENFANT PL SW RM 370 IBU
WASHINGTON DC 20260-6500

-or-

gldirect@email.usps.gov
Fax No.: 202-314-7192

PS Form 3682, November 1999

Appendix G

**PS Form 3657 – Postage Statement for Global Direct –
Canada Publications**

United States Postal Service					
Postage Statement for Global Direct — Canada Publications Mail (Permit Imprint)					
<i>(Mailer: Complete all items by typewriter, pen or indelible pencil. Prepare in duplicate if you need a receipt.)</i>					
Mailler/Mailing Agent Information	1. Post Office of Mailing	2. Mailing Date	3. Statement Seq. No.	4. Receipt Number	
	6. Permit Number	7. Customer Agreement No.	8. CAPS Reference No.	9. Container Quantity _____ Sacks _____ Pallets	
	11. Address Accuracy Rate <i>(Statement of Accuracy attached)</i> _____ %	12. Delivery Mode Code	13. Single-piece Weight	14. Total Weight (lbs.)	
	15. Total Tare Weight (lbs.)				
	16. Mailer's Name and Address (Include ZIP Code)		17. Mailing Agent's Name and Address (Include ZIP Code)		
<input type="checkbox"/> Check if Permit Holder		<input type="checkbox"/> Check if Permit Holder			
Postage Computation	Postage by Piece				
	18. Mail Preparation Option <i>(Check One)</i> <input type="checkbox"/> NDG <input type="checkbox"/> LCP	a. Total No. of Copies	b. Total Weight	c. Rate per Copy	d. Rate per Pound
	Delivery Mode Direct				e. Piece Postage <i>(a x c)</i>
	Delivery Facility				
	City				
	Distribution Center Facility				
	Forward Consolidation Point				
	Residue				
	19. Totals				\$
	Postage by Weight LCP: Over 7.04 oz. (0.44 lb.) NDG: Over 3.52 oz. (0.22 lb.)				
20. Total Weight of Mailing in Pounds (From 19b.)			lbs.		
21a. LCP Base Allowance Weight (19a. x 0.44 lb.)			lbs.		
21b. NDG Base Allowance Weight (19a. x 0.22 lb.)			lbs.		
22. Total Pounds Subject to Additional Charge (Line 20. - line 21a. or 21b.)			lbs.		
23. Rate per Pound			\$		
24. Excess Weight Postage (22x 23)				\$	
25. Additional Postage Payment (If applicable)				\$	
26. Combined Total Postage (Lines 19e. + 24 + 25)				\$	
Certification	The signature of a mailer or its agent certifies that it will be liable for and agrees to pay, subject to appeals prescribed by postal laws and regulations, any revenue deficiencies assessed on this mailing. (If this form is signed by an agent, the agent certifies that it is authorized to sign this statement, that the certification binds the agent and the mailer and both the mailer and the agent will be liable for and agree to pay any deficiencies.) The submission of a false, fictitious, or fraudulent statement may result in imprisonment of up to 5 years and a fine of up to \$10,000 (18 USC 1001). In addition, a civil penalty of up to \$5,000 and an additional assessment of twice the amount falsely claimed may be imposed (31 USC 3802). I hereby certify that all information furnished on this form is accurate and truthful, that the mailing does not contain any dangerous articles prohibited by postal regulations, and that the material presented qualifies for the rates of postage claimed.				
	Signature of Permit Holder or Agent (Both principal and agent are liable for any postage deficiency incurred.)			Telephone Number	
USPS Use Only	Weight of a Single Piece (If identical)	_____ . _____ lbs.		Are the figures at left adjusted from mailer's entries? <input type="checkbox"/> Yes <input type="checkbox"/> No	Round Stamp (Required)
	Total Pieces			If "Yes," Reason	
	Total Weight	Total Tare Weight			
	Total Postage	Date Mailer Notified	Contact	By (Initials)	
	I CERTIFY that this mailing has been inspected concerning: (1) eligibility for the rate of postage claimed; (2) proper preparation (and presort where required); and (3) proper completion of the postage statement.		Signature of Weigher		Time
PS Form 3657, January 2000 (Page 1 of 2)					This form on Internet at www.usps.com

Instructions

Mailer/Mailing Agent Information

1. Enter the city, state, and ZIP Code of the post office of mailing.
2. Enter the date the mail is presented to the post office.
3. Reserved for use by the mailer.
4. Self-explanatory.
5. If the mailing is tendered under the terms of an International Customized Mail agreement, check the box. Otherwise, leave blank.
6. Enter the permit number.
7. Enter the Global Direct Customer ID number assigned on Form 3681, Global Direct Service Agreement.
8. Enter the CAPS Customer Service Number, if applicable.
9. Enter the total number of containers (sacks or pallets) in the mailing.
10. Enter the total number of pieces in the mailing.
11. Enter the Address Accuracy rate as shown on the Statement of Accuracy (SOA) produced by Canada Post recognized software. Attach the SOA to this statement.
12. Enter the current Delivery Mode Code, if using the LCP rates.
13. Enter the weight of the mail piece in pounds to four decimal places. For example, 0.1235 lbs.
14. Enter the total weight of the mail. Do not include the weight of equipment.
15. Enter the weight of mail equipment.
- 16-17. Enter mailer and agent information and indicate which party is the permit holder.

Postage Calculations

18. Indicate the mailer preparation option, either National Distribution Guide (NDG) or Letter Carrier Presort (LCP). Complete the information for each preparation level. The entire mailing must contain either LCP or NDG. They cannot be combined.
- 18 a. Enter the number of copies in each separation.
- 18 b. Enter the total weight of the mail in each separation by multiplying the weight of a single piece in item 13 by the number of pieces in the separation in 18 a. Express the weight in pounds to four decimal places.
- 18 c. Enter the current per copy rate. See 613.31, International Mail Manual.
- 18 d. Leave blank.
- 18 e. Enter the result of multiplying column a by column c.
19. Enter the totals for columns a, b, and e.
20. Enter the total weight of the mail from item 19 b. Express the weight in pounds to four decimal places.
- 21 a./b. Complete either 21 a. for LCP or 21 b. for NDG by multiplying the number of copies in 19 by the weight given. Express the weight in pounds to four decimal places.
22. If the weight is greater in item 20 than in item 21 a or b, enter the difference.
23. If item 22 shows pounds subject to additional charge, enter the rate for either LCP or NDG, as appropriate.
24. Multiply item 22 by item 23 and enter the result.
25. Additional charges may be assessed based on the Address Accuracy Rate.
26. Enter the sum of items 19, 24, and 25.

Certification

The mailer or mailing agent must sign the certification statement.

Appendix H

PS Form 3658 – Global Direct Mailbox Service Application

A copy of the Global Direct Mailbox Service Application appears on the following page. You can actually use this copy to apply for the service. Just photocopy the page, complete the application, and submit it to the address or fax number shown on the application.



Global Direct Mailbox Service Application

See Publications 522, *Global Direct Service Guide*, and *Publication 524, Global Direct –Canada*, before completion for terms, conditions, and design guidelines

A. General

1. Mailer's Name	2. Mailer's Address (No., street., ste./apt/ no., city, state, ZIP + 4)
3. Contact Person	
4a. Telephone No. (Include area code)	
4b. Fax No. (Include area code)	5. Global Direct Customer ID No.

B. Return Address: Enter the mailing address where you would like your Global Direct Mailbox items returned:
 (No., street, apt./ste. no., city, state, ZIP + 4)

C. Agreement: I have read and understand the terms and conditions stated

Printed Name and Signature:

Date

Submit this completed form to:

GLOBAL CUSTOMER SUPPORT CENTER
 UNITED STATES POSTAL SERVICE
 475 L'ENFANT PL SW RM 370 IBU
 WASHINGTON DC 20260-6500

-or-

gldirect@email.usps.gov

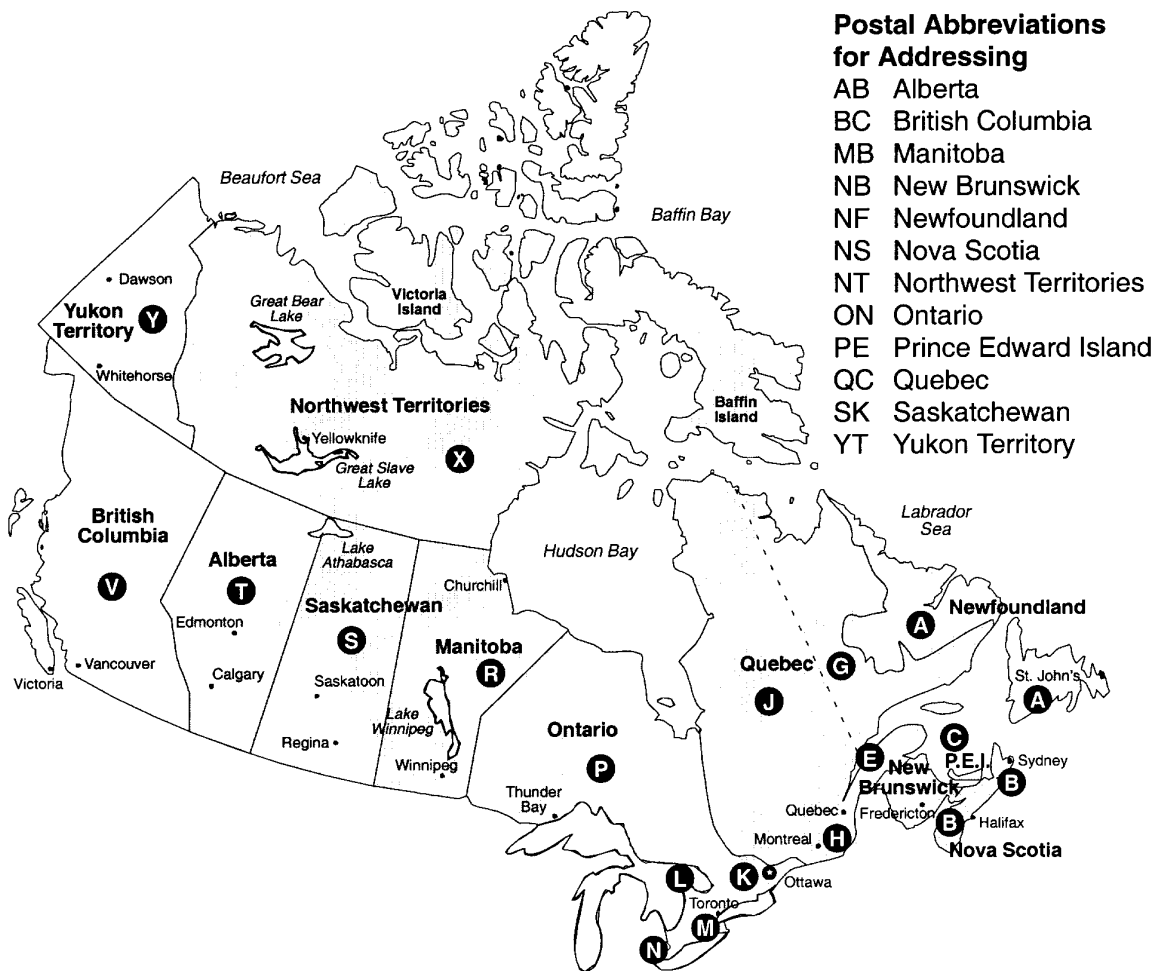
Fax No.: 202-314-7192

Appendix I

Map of Canada and Canadian Postal Codes

The first character of the Forward Sortation Area (FSA) represents a province or a part of a province. Listed below are the areas of Canada with the letters identifying the areas.

A	Newfoundland	J	Western Quebec	R	Manitoba
B	Nova Scotia	K	Eastern Ontario	S	Saskatchewan
C	Prince Edward Island	L	Central Ontario	T	Alberta
E	New Brunswick	M	Metropolitan Toronto	V	British Columbia
G	Eastern Quebec	N	Southwestern Ontario	X	Northwest Territories
H	Metropolitan Montreal	P	Northern Ontario	Y	Yukon Territory



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RATES

Global Direct – Canada Admail

Note: All rates are listed in U.S. dollars.

First 1.76 oz (0.1100 lbs) (50 g)	Letter Carrier Presort		National Distribution Guide	
	STANDARD	LARGE	STANDARD	LARGE
Delivery Mode Direct	\$0.241	\$0.294	N/A	N/A
Delivery Facility	\$0.272	\$0.325	\$0.302	\$0.355
Direct Rural	\$0.272	\$0.325	\$0.302	\$0.355
City	\$0.294	\$0.347	\$0.302	\$0.355
DCF	\$0.294	\$0.347	\$0.302	\$0.355
FCP	\$0.332	\$0.385	\$0.302	\$0.355
Residue	\$0.332	\$0.385	\$0.302	\$0.355
Over 1.76 oz (0.1100 lbs) (50 g)				
Per additional pound	\$0.576	\$0.747	\$0.576	\$0.747

Volume Discounts

Mailers spending \$2 million or more for IPA, ISAL, and Global Direct – Canada will receive a 5 percent discount. Mailers spending over \$5 million receive a 10 percent discount and over \$10 million receive a 15 percent discount. The discount is calculated on the mailing statement.

Return of Undeliverable As Addressed Items

Weight (up to)	Rates
3.53 oz (100g)	\$0.75
7.06 oz (200g)	\$1.20
17.65 oz (500g)	\$1.71

Global Direct Mailbox Service (Business Reply Mail)

Weight (up to)	Rates
1.06 oz (30g)	\$0.45
1.77oz (50g)	\$0.65

Penalty Postage

A penalty will be assessed for those items not reading the address accuracy of 95%.

RATES

Global Direct – Canada Publications

Note: All rates are listed in U.S. dollars.

Letter Carrier Presort

First 7.04 oz (.44 lbs) (200 g)

Delivery Mode Direct	\$0.265
Delivery Facility	\$0.295
City	\$0.348
DCF	\$0.400
FCP	\$0.453
Residue	\$0.475

Over 7.04 oz (.44 lbs) (200 g)

Per additional pound	\$0.482
----------------------	---------

National Distribution Guide (NDG)

First 3.52 oz. (0.22 lbs.)	\$0.354
----------------------------	---------

Over 3.52 oz (0.22 lbs.) (100 grams)

Per additional pound	\$0.721
----------------------	---------

Volume Discounts

Mailers spending \$2 million or more for IPA, ISAL, and Global Direct – Canada will receive a 5 percent discount. Mailers spending over \$5 million receive a 10 percent discount and over \$10 million receive a 15 percent discount. The discount is calculated on the mailing statement.

Return of Undeliverable As Addressed Items

Only the address block of the publication will be returned. The rate for this service is \$0.50 per address block returned.

Global Direct Mailbox Service (Business Reply Mail)

Weight (up to)	Rates
1.06 oz (30g)	\$0.45
1.77oz (50g)	\$0.65

Penalty Postage

A penalty will be assessed for those items not reaching the address accuracy of 95%.

Global Direct – Canada Admail and Publications Specialized Sortation Software Service Providers

Group 1 Software
Marketing Department
4200 Parliament Place Ste 600
Lanham, MD 20706-1844
800-368-5806

FIRSTLOGIC
Product Information Center
100 Harborview Plaza
La Crosse, WI 54601-4051
800-831-6245

Address Accuracy Service Providers: Software Evaluation and Recognition Program (SERP)

Software Name Software Licensor Contact	Platform	Version	Release	Category
ACCUCHECK PRISM DATA SERVICES LTD. David R. Quinn 416-255-5556	MVS Mainframe, Service Bureau	3.0		Validation
ADDRESSABILITY INFOROUTE INC. George Alderson/Nawien Sharma 905-855-7638	Mainframe, CICS, PC	1.1	1.0	Validation, correction
BMR-VIP BRUCE MOORE RUSSELL Wilf Brousseau 613-749-7070	Service Bureau	5.0		Validation
CANADIAN CODE-1 PLUS GROUP 1 SOFTWARE INC. Gary Wilkinson 905-272-5877	Unix, AS/400, WIN NT, OS/2	2.0		Validation, correction
EZ-6/CUE GROUP 1 SOFTWARE INC. Gary Wilkinson 905-272-5877	Mainframe	3.5		Validation, correction
INFOCODE PRO VVC Technologies Inc. Louise Leblanc 514-257-9745	Service Bureau	4.0	1.0	Validation, correction
JSI ADDRESS CORRECTION JSI DATA SYSTEMS LTD. Tony Smith/Stephen Connolly 613-727-9353	HP3000, Service Bureau	1.0	5.0	Validation, correction
MAIL MISER COMDATA SERVICES LTD. Peter Bryce 604-438-8176	UNIX, VMS, Service Bureau	1.08		Validation, correction
NCODE NOVA MARKETING GROUP Zelko Odorcic 905-238-0936	WIN 3.1, WIN 95, WIN NT	3.0		Validation, correction Postal Code look-up
POSTWARE ACE CANADA POSTALSOFT INC. Sam Fellows 608-788-8700	UNIX, Windows NT 3.51, NT 4.0, WIN 3.1, WIN 95, OS/2, VMS (vax & alpha)	2.1		Validation, correction
Q-CODE SCANTEL SYSTEMS LTD. Alan Truesdell 416-449-9252	MS DOS, WIN NT, WIN 95, WIN 3.X, Service Bureau	3.2		Validation
SMARTADDRESSER™ FOR WINDOWS GROUP 1 SOFTWARE INC. Gary Wilkinson 905-272-5877	PC	3.1		Validation, correction
STREETSWEEPER Mailing Innovations Limited Ross Mckenzie 800-565-6645, ext. 202	WIN 3.1, WIN 95, WIN NT, DOS, UNIX	5.0a		Validation, correction Postal Code look-up
TSUN-MAILPRO THE TORONTO SUN PUBLISHING CORP. Ken Kantorowitz 416-947-3176	Service Bureau	5.0	5.0	Validation, correction

Canadian National Change of Address (NCOA) Service Providers

Campbell Abbot Laser Mail
Contact: Dave Lambert
555 Eastern Ave.
TORONTO ON M4M 1C8
Tel. (416) 465-8844
Fax. (416) 465-7456

Cover–All Computer Services Ltd.
Contact: James Meighan
80 Gough Road
MARKHAM ON L34 6E8
Tel. (905) 940-1919
Fax. (905) 940-2107
coverall@inforamp.net

Interact Direct
Contact: Jeffrey Bisset
538 Adelaide St. N.
LONDON ON N6B 3J4
Tel. (519) 438-6245 Ext. 80
Fax. (519) 439-9869
jbisset@interactdirect.com

Joncas Postexperts
Contact: Michel Lalonde
7875 Trans-Canada Hwy
ST. LAURENT QC H4S 1L3
Tel. (514) 333-7480
Fax. (514) 333-6915

Jones Direct Mail Services Ltd.
Contact: Ms. Esme Hurst
130 McLevin Ave.
SCARBOROUGH ON M1B 3R6
Tel. (416) 297-7311 ext. 226
Fax. (416) 297-4703
esme_hurst@jdms.com

Westminster International
Contact: Leonard Fagen
174 West Beaver Creek Road
RICHMOND HILL ON L4B 1B4
Tel. (416) 494-6245 ext. 15
Fax. (905) 771-9349
mailman@westminster.ca

Pre-Qualified Wholesaler Program

Allen Distribution International

800 E. 10th St.
Lawrence, KS 66004-3018
Phone: 913-843-1200, ext. 37
800-627-0629, ext. 37
FAX: 913-843-2112
E-mail: swilliams@allenpress.com
Contact: Sonny Williams

Brokers Worldwide

701 Ashland Ave.
Bays 1-3, Ashland Ctr. 111
Folcroft, PA 19032
Phone: 610-461-3661,
800-MAIL267
FAX: 610-461-4239
Contact: Michael Hastings
Additional office in Washington, D.C.

Carneratone Group

1580 Boggs Rd.
Duluth, GA 30136
Phone: 770-717-5500
FAX: 770-717-5508
Contact: Mail Sort, Inc.: Gary Wright
Southeast Marketing Svcs.: Bill
Skinner

CTC Distribution

2160 Mustang Dr.
St. Paul, MN 55112
Phone: 612-786-1840
FAX: 612-786-2103
Contact: Ron Lohn

Diversified Mailing Services, Inc.

1301 Burton St.
Fullerton, CA 92831-5212
Phone: 714-776-4520,
800-244-3003
FAX: 714-776-2590 or 1827
Contact: Tom Degan

Dove Mailing, Inc.

3560 Industrial Dr.
Atlanta, GA 30331
Phone: 404-699-1278
FAX: 404-696-3260
Contact: Harvey Newton

Fala Direct Marketing

70 Marcus Dr.
Melville, NY 11747-4278
Phone: 516-694-1919
FAX: 516-694-7493
Contact: Herb Natler
Additional offices in Richmond, VA;
Denver, CO; Boca Raton, FL

High Cotton Direct Marketing

2901 Allon Way
Birmingham, AL 35210-6565
Phone: 205-836-2345
FAX: 205-836-5587
Contact: Thomas McGahey

International Bonded Couriers

140-35 Queens Blvd.
Jamaica, NY 11435
Phone: 718-526-2300, 800-422-4124
FAX: 718-526-2584
Contact: Joseph Costigan, Jr.

6401 NW 17th St.

Miami, FL 33126
Phone: 305-591-8080
FAX: 305-471-9619
Contact: Victor Vicari

Additional Operations Location:

1924 Rankin Rd., Ste. 385
Houston, TX 77073-5110
Phone: 281-821-1900
FAX: 281-821-1900
Contact: James Hennessey

821 Cowan Road

Burlingame, CA 94010
Phone: 650-692-8106
FAX: 650-692-9635
E-mail: mike@ibcinc.com
Contact: Mike Schumacher

International Distribution Services

867 Industry Dr., 23C
Seattle, WA 98188-3411
Phone: 206-575-1234
FAX: 206-576-9806
Contact: John Dickeson
Additional Operations Location: San
Francisco, CA

International Mail Processing

2736 W. McDowell
Phoenix, AZ 85009
Phone: 602-484-9445
FAX: 602-484-7867
Contact: Lori Butcher

Johnson & Hayward

500 Route 45 E. @ Trenton Ave.
Clifton, NJ 07011-3524
Phone: 973-253-2323, 800-521-0080
FAX: 973-253-2313
Contact: John Michell
Additional office in Boston, MA

Larco International

3250 S. Central Ave.
Cicero, IL 60804
Phone: 708-656-0688
FAX: 708-656-0689
Contact: Bob Urban

Lee Marketing

1473 Terre Colony Ct.
Dallas, TX 75212-6297
Phone: 214-638-6570
FAX: 214-638-7742
Contact: Jana Jacob

OMNIsort International

41-14 Mercedes Way
Edgewood, NY 11717
Phone: 516-254-6406
FAX: 516-254-6427
Contact: Paul Costello

Priority Post Co., Inc.

P.O. Box 437
Emigsville, PA 17318-0437
Phone: 717-764-7799, 800-537-7799
FAX: 717-764-9977
Contact: Roger Harris
Additional office in Washington, D.C.

Quad Graphics

1655 W. Rogers Dr.
New Berlin, WI 53214
Phone: 414-938-6516, 800-977-9002
FAX: 414-936-6535
Contact: Karen Houk
E-mail: khouk@qgraph.com
www.parceldirect.com

Quebecor Printing

7101 Executive Center Dr.
Sta. 250
Brentwood, TN 37027
Phone: 615-373-7476
FAX: 615-373-7479
Contact: Joel Weber

R.R. Donnelley Logistics Services

3075 Highland Pkwy.
Downers Grove, IL 60515
Phone: 517-893-2631
FAX: 517-893-2632
Contact: Susan Adams
Additional Operations Locations:
Chicago, IL; Des Moines, IA; Glasgow,
KY; New York, NY; Lancaster, PA;
Warsaw, IN; Mattoon, IL

Save-On-Mail, Inc.

1090 Crosswinds Center
Wentzville, MO 63385-4636
Phone: 914-327-7077
FAX: 914-3320-8822
Contact: William E. Hirt, Gary
Magruder

Sequoia Pacific Systems

1030 N. Anderson Rd.
Exeter, CA 93221
Phone: 209-592-8363
FAX: 209-592-2671
Contact: Commercial Mailing Mgr.
Bill Bourbonnais
Phone: 209-592-8290
FAX: 209-592-8361
Contact: Mailing Manager
Juanita Reser

SkyMail International

Automated Mailing Solutions
2320 W. California Ave., Ste. G
Salt Lake City, UT 84104-4110
Phone: 801-977-8900
FAX: 801-977-0557
Contact: Mike Jones, Kristi Reschke-
Jones