

Sample Label Formats for Canadian Letter Carrier Presort Mailings

The following sample labels are designed to help you format your label to conform to Canada Post standards. There is also a description of codes needed for Canada Post purposes.

Canada Post prefers that all addressing is upper case but will accept title case as long as it is easily legible and the font is at least 9 point.

SAMPLE 1

** LOJ9Z0 MISSISSAUGA ON FWD <---OPTIONAL ENDORSEMENT LINE - Not present on all records
PM12345678<---PUBLICATION AGREEMENT NUMBER IF APPLICABLE
94905094 D738 19/2** <---ACCT. #, KEY CODE & B&B INFO
JOHN SMITH XX15 (F) <---NAME & CARRIER RTE INFO
1234 JOHNS ST <---ADDRESS LINE 1
JOHNSTOWN ON L3B 9J1 <---CITY, PROV. & POSTAL CODE

SAMPLE 2

** LOJ9Z0 MISSISSAUGA ON FWD <---OPTIONAL ENDORSEMENT LINE - Not present on all records
PM12345678 <---PUBLICATION AGREEMENT NUMBER IF APPLICABLE
19/2** XX15 (F) <---B&B & CARRIER RTE INFO
JOHN SMITH <---NAME
1234 JOHNS ST <---ADDRESS LINE 1
JOHNSTOWN ON L3B 9J1 <---CITY, PROV. & POSTAL CODE

SAMPLE 3

** LOJ9Z0 MISSISSAUGA ON FWD <---OPTIONAL ENDORSEMENT LINE - Not present on all records
PM12345678 <---PUBLICATION AGREEMENT NUMBER IF APPLICABLE
19/2** XX15 (F) <---B&B INFO & CARRIER RTE INFO
94905094 D738 <---ACCOUNT # & KEY CODE
JOHN SMITH <---NAME
1234 JOHNS ST <---ADDRESS LINE 1
JOHNSTOWN ON <---CITY, PROVINCE
L3B 9J1 <---POSTAL CODE

NOTE - Canada Post Standards Require That:

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- THERE SHOULD BE 2 SPACES BETWEEN PROV & POSTAL CODE
 - POSTAL CODE MUST HAVE 3 CHARACTERS A SPACE AND 3 MORE CHARACTERS
 - THERE SHOULD BE NOTHING MORE ON THE BOTTOM LINE OTHER THAN CITY, PROVINCE AND/OR POSTAL CODE
 - ADDRESSING SHOULD BE ALL UPPER CASE
 - CARRIER ROUTE INFO MUST NOT BE ON ANY ADDRESS LINES

BAG & BUNDLE

LCP (Letter Carrier Presort) files have been sorted to Canada Post Presort Standards using computer software. The computer software has assigned a Bag Number and a Bundle Number along with Break Marks (Asterisks) to each record or label. The numbers appear as:

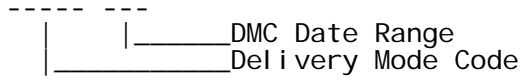
121/03 = Bag#/Bun#.

The Asterisks appearing occasionally after the Bundle Numbers are Breaks. One asterisk starts a new Bundle and two asterisks starts a new Bag. It is important that these markings are transferred to the mail piece in the above sample locations. Failure to print these markings on the mail piece will result in higher sortation costs.

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LCP (Letter Carrier Presort) Markings

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LCP markings contain the DMC(Delivery Mode Code) Code and DMC Date
Range E.I. XX P1 (G)



These markings are used by Canada Post to sort your mail. Failure to print any of these markings on the mail piece will result in not qualifying for letter carrier presort rates and having to pay higher Postage Rates.

Please Fax us a sample of your address layout (905) 871-9175 for approval .

If you have any questions about the above instructions, please call us Frontier Distributing (905) 871-3358 Ext 227.