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Name:	Postal Services – Outgoing Mail
Policy Number:	2-5004
Origin:	Financial Services
Approved:	1 April 1992
Issuing Authority:	Director, Financial Services
Responsibility:	Manager, Procurement Services
Effective Date	1 September 2007
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All outgoing mail is delivered to Canada Post by 2:15 p.m. each day, Monday to Friday. Generally, mail deposited at Postal Services by 1:00 p.m. will be processed by the 2:15 deadline. Mail deposited after 1:00 p.m. will be delivered to Canada Post the next business day. Exceptions must be made for bulk mail (see [2-5006 Postal Services – Bulk Mailings](#)). To ensure prompt and careful dispatch of mail, departments are expected to comply with the following procedures:

- 1) All outgoing mail must display the return address of the department. Mail not identified by return address will be opened for identification purposes and, if necessary, returned to the department.
- 2) All outgoing mail must display a proper postal code. Pieces containing inadequate detail will be returned to the department for correction. For current postal code information visit <http://www.canadapost.ca>.
- 3) Regular letter mail may be sealed or unsealed. If unsealed, the envelopes must be face up with the flap out.
- 4) Large envelopes (defined as 9 x 12 envelopes or larger) must be sealed by the department prior to drop off as they cannot be properly sealed by the equipment.
- 5) Mail should be sorted by the department into bundles of domestic (within Canada), or international (U.S. and overseas), each secured by a rubber band.

Enhanced Services

There are a number of enhanced Canada Post services available to departments:

- Registered Mail Service – provides a signature upon delivery but is not an expedited delivery service
- Expedited* – provides local next day delivery, regional 1-3 day delivery and national 2-7 day delivery
- Xpresspost* – provides local next day delivery, regional 1-2 day delivery and national 2 day delivery

*Signature service is optional and available at an additional cost. Rates for these services can be obtained through Postal Services.