



Global Delivery Services.™ *Fly Like an Eagle.*™



# Global Direct—Canada Publications Mail™



GLOBAL DELIVERY  
SERVICES

UNITED STATES POSTAL SERVICE®

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## **Global Direct–Canada Publications Mail**

Global Direct–Canada Publications Mail is a new way to send publications through the U.S. Postal Service to Canada. Global Direct–Canada Publications Mail accesses the domestic publications mailstream in Canada, taking full advantage of Publications Mail rate incentives.

### **Economy**

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Global Direct–Canada Publications Mail offers significant savings over current mailing options to Canada. And by mailing through the U.S. Postal Service, you can lower your costs and maximize efficiencies of mail production in the U.S. Our rates include the following:

- Mail acceptance from one of our Global Direct acceptance sites.
- Transportation.
- Customs clearance.
- Direct mail entry to Canada’s domestic delivery system.

### **Speed**

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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 publications mail delivery standard.

### **Convenience**

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Global Direct–Canada Publications Mail offers complete and convenient service — from acceptance to final delivery. Your mail is verified and accepted in the U.S., and you pay postage through your USPS advance deposit account. You prepare and deposit your mail using USPS domestic mailing equipment and supplies, and we take care of the rest. We oversee all transportation and handling into the Canadian domestic mailstream and serve as your contact for all of your questions about mailing to Canada.

### **Low Minimum Volume**

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You may mail as few as 10,000 pieces or 250 pounds.

### **Mail Security**

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Our mission includes preserving the "sanctity of the mail." With the U.S. Postal Service, delivery to the Canadian postal system is reliable and safe.

### **Reply Service: Global Direct Mailbox**

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Global Direct Mailbox Service now provides more convenient, cost-effective, and timely delivery of reply pieces. With this service, you can now use the U.S. Postal Service to design reply pieces to look like the domestic reply pieces of Canada Post. With Global Direct Mailbox, your reply pieces are printed with a Canadian address, without postage being affixed.

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## Qualifying Mail

Publications Mail includes newspapers, magazines, and newsletters that are produced for the purpose of disseminating news and information to the public.

- Newspapers in printed format containing news, articles of opinion, features, and usually advertising in bound or unbound broadsheet or tabloid format. Newspapers are usually printed and distributed daily or weekly.
- Magazines in printed format containing miscellaneous pieces such as news, articles, features, and usually advertising.
- Newsletters in print format containing news or information of interest to a membership, special interest group, or association and usually in the form of printed sheets, pamphlets, or small newspapers. Newsletters may include some advertising.

## Requirements

Global Direct–Canada Publications Mail must meet the following requirements:

- Must be produced at least twice a year.
- Must be addressed to a subscriber, non-subscriber, or news dealer in Canada.
- Must be produced with less than 70 percent space devoted to advertising in more than 50 percent of the issues in any 12-month period (advertising and editorial content must be distinguished from one another).

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

- The words "Agreement Number 03429792."
- The address to which change of address information and address blocks of undeliverable copies should be sent. (The U.S. Postal Service 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.

## Unacceptable Items

The following items are unacceptable for Global Direct–Canada Publications Mail:

- Items that contain dangerous goods.
- Items that do not allow for ease of handling and processing.

## Enclosures

Enclosures for Global Direct–Canada Publications Mail must meet the following requirements:

- Must not individually or in aggregate affect the ease of handling of the publication.
- Must not be a co-mingling of paid or free subscriber copies of another publication.
- Must not be personalized except for the name of the addressee. 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.

## Addressing

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."

All addresses must conform to Canada Post's *Canadian Addressing Guide*.

## Address Placement

For newspapers, the address must be located as follows:

- *When a single copy is mailed unwrapped:* In the upper left-hand corner.
- *When a single copy is mailed wrapped:* On the outside of the wrapper or on the upper left-hand corner of the newspaper.
- *When 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.

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For periodicals and newsletters, the address must be located as follows:

- *When a single copy is mailed unwrapped:* 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 is mailed wrapped:* On the outside of the plastic wrap, on the item itself, or on an insert or card within it where the address can be easily read.
- *When several copies of the periodical or newsletter 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.

### **Delivery Mode Code (DMC)**

The Delivery Mode Code (DMC) is required on each piece of urban mail for Publications Mail LPC Presort. The DMC consists of the Delivery Mode Audit Code and the Delivery Mode Details. The Delivery Mode Audit Code identifies the Delivery Mode Data version used and must appear in parentheses. The Delivery Mode Details include the Delivery Mode Type and the Delivery Mode Identifier. The DMC must appear on any line in the address block other than the lines containing the delivery address information.

### **Sorting and Bundling**

Specialized sortation software is available through recognized vendors. Customers must presort Publications Mail according to the National Presortation Schematic (NPS) using one of the following sortation options:

1. National Distribution Guide (NDG).
2. Letter Carrier Presort (LCP).

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.

### **Special Packaging**

Publications Mail may be placed in a paper envelope or wrapper or in a closed, transparent plastic wrapper as long as the following requirements are met:

- 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 in. (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.

### **Pallet Specifications**

All pallets must be shrink-wrapped to ensure the integrity of the load and prevent sliding of the load during transportation.

- Maximum weight: 2,200 pounds.
- Minimum weight: 250 pounds.
- Maximum load height: 57 inches (1.5 m), including pallet and cap.
- Minimum height: 20 inches (50 cm).
- The pallet must be appropriately labeled with a pallet placard indicating its presortation option and destination.

### **Method of Payment**

Postage will be paid in U.S. dollars through your advanced deposit account or through the USPS Centralized Automated Payment System (CAPS) International. Mail will be verified and accepted at our Global Direct–Canada sites.

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## Required Documentation

As with all Global Direct mailings, you must submit PS Form 3681, *Global Direct Service Agreement*, 14 days prior to mailing. At least 5 days prior to a mailing, you must submit a completed PS Form 3682, *Global Direct – Notification of Mailing*. This serves as prenotification to the U.S. Postal Service and helps ensure quick and efficient processing of your mail.

Each mailing must be presented with the following documents:

- A sample copy of the publication (including all enclosures) identical to those to be mailed.
- A completed PS Form 3657, *Postage Statement – Global Direct – Publication Mail to Canada*.
- A Statement of Accuracy (minimum requirement of 95%).
- With every Letter Carrier Presort (LCP) mailing, a bundle/bag/container summary.

## Size and Weight

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Global Direct–Canada Publications Mail has the following size and weight requirements:

Minimum size per piece	5.5 in. (140 mm) x 3.5 in. (90 mm) x .007 in. (0.18 mm)
Maximum size (roll form)	Length + 2x diameter: 41 in. (1,040 mm) (greatest dimension: 35.4 in. (900 mm))
Maximum size per bundle	Length + girth: 78.7 in. (2 m) greatest dimension: 23.6 in. (600 mm)
Maximum weight per piece	3 lbs. (1.36 kg)
Maximum weight per bundle	55 lbs. (25 kg)
Maximum bundle height	7.8 in. (200 mm)
Maximum size per folded newspaper	14.25 in. (362 mm) x 11 in. (279 mm) x 6.4 in. (162 mm)

## Rates

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### National Distribution Guide (NDG)

First 3.52 oz. (0.22 lbs.) (100 grams)	\$0.347
Over 3.52 oz. (0.22 lbs.) (100 grams)	
Per additional pound	\$0.720

### Letter Carrier Presort (LCP)

First 7.04 oz. (.44 lbs.) (200 grams)	
Delivery Mode Direct	\$0.259
Delivery Facility	\$0.295
DCF	\$0.295
Residue	\$0.462
Over 7.04 oz. (.44 lbs.) (200 grams)	
Per additional pound	\$0.555

### Address Correction Fee and Return of Undeliverable As Addressed Items

Price per address block: \$0.50.

### Global Direct Mailbox Service

Weight up to 1.76 oz. (50 grams): \$0.42 per piece.

(No additional transportation fee — sent postage due to your designated address.)

