New Year Changes

With 2009 comes a number of changes from Canada Post. As a result of these changes as well as some general "tidying up" of the software, you will notice some differences to iAddress. We have summarized some of the Canada Post changes and provided the iAddress changes for you in this newsletter.

Canada Post Changes:

Lettermail: **Price Increases:**

Weight Band	2008	2009
Less than 30g	0.52	0.54
30 to 50g	0.96	0.98
50 to 100g	1.15	1.18
Business Reply Mail:	**2008**	**2009**
Under 50g	0.70	0.72
50 to 100g	1.75	1.80

*See CPC website for all rate increases

Rigid oversize pieces between 10 and 20mm thick will now pay double the applicable first class rate. As of 2012, these pieces will be considered parcels.

Incentive Lettermail: **Price Increases:**

Weight Band	2008	2009
Machineable <30g	0.50	0.52
Presort <30g	0.48	0.51
Machineable 30-50g	0.58	0.60
Presort 30-50g	0.56	0.59

*See CPC website for all rate increases

• Partial mailings will now be permitted as long as they meet the minimum volume requirements for each drop (500 for LCP and 5,000 for Machineable), the drops are at the same depot and do not extend longer than 7 days from the original drop.

• Address Accuracy is mandatory for all Incentive mailings. This means the Statement of Accuracy / Validation Report must be provided for LCP mailings even though they are below 5,000 pieces.

• Rigid oversize pieces between 10 and 20mm thick will no longer qualify for incentive rates.

Addressed Admail & Publications Mail:

• Machineable mail readability rate increase:

Short/Long: 95% from 90%, Oversize: 85% from 80%

• Wooden pallet specifications have changed and metal strapping will no longer be accepted on pallets.

• Reusable plastic pallets will be made available to customers who brickpile their oversize LCP or NDG mail.

• Optional Endorsement Line is being introduced.

• Approval no longer required for brick piling to levels 3 and 4 or to reduce the minimum height of local pallets to 150mm and forward pallets to 300mm.

Addressed Admail: **Price Increases:**

Weight Band	2008	2009
Machineable: <30g	0.39	0.38
Machineable 30-50g	0.39	0.40
LCP S/L DMD base rate	0.35	0.36
LCP O/S DMD <500g base rate	0.45	0.46
LCP O/S DMD >500g base rate	N/A	2.20

*See CPC website for all rate increases

• Machineable mail will be split into two rate bands with different prices.

• Catalogue mail is being absorbed into Addressed Admail. The maximum piece size will decrease to 1.36kg.

Publications Mail: **Price Increases:**

Weight Band	2008	2009
Machineable S/L <50g base rate	0.54	0.55
Machineable O/S <100g base rate	0.54	0.57
LCP Local DMD base rate	0.40	0.40
LCP Regional DMD base rate	0.40	0.41
LCP National DMD base rate	0.40	0.43

*See CPC website for all rate increases

• Distance-based pricing comes into effect.

• Undeliverable Publications Mail fee increases to $1.05 from $1.00 per undeliverable piece.

• Changes are coming to PAP as of March 31, 2009. Those receiving the PAP subsidy should receive notification of these changes early in 2009.

iAddress™ Changes

Changes to the Sort Screen:

To simplify entering information for your sort, the previous sort screen will be replaced with a "Job Wizard" style series of 4 screens, each prompting you to enter information on your mailing.

Screen 1

Select the mailing date of the sortation and the office of deposit of your mailing.

Mailing Date	12/01/2009
Template	New Template
Office of Deposit	TORONTO ON
Office of Deposit Postal Code	M4P2E0 List

☐ Do Phantom Mailing
☐ Use Retired Postal Codes

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Screen 2

Select the type of sortation for this job

- ⦿ Addressed Admail (LCP)
- ◯ Addressed Admail (NDG)
- ◯ Addressed Admail Machineable
- ◯ Dimensional Addressed Admail (LCP)
- ◯ Publication Mail (LCP)
- ◯ Publication Mail (NDG)
- ◯ Publication Mail Machineable
- ◯ Incentive Lettermail (LCP)
- ◯ Lettermail Machineable
- ◯ Book Presort
  (Special Permission is required)

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Screen 3

Select the type of container you will be using for this job

Mail Size
- ◯ Short Long
- ◯ Oversized

Container Type
- ◯ Lettertainer
- ◯ Flat Tub
- ◯ Small Mailbag
- ◯ Large Mailbag

Pallets
- ⦿ None
- ◯ Pallet
- ◯ Monotainer

Brick Piling
- ☐ Brick Pile
- ☐ Level 3 (DCF)
- ☐ 10% Min Pallets
- ☐ Level 4 (FCP)

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Screen 4

Specify the dimensions of your piece and specify container and bundle maximums.

Mail Characteristics

Thickness	mm
Weight*	g
Length	mm
Height	mm

Max. # of Pieces in a Bundle: 54
Max. # of Pieces in a Container: 535

Save template

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We believe this new format will make the sort process simpler for our users. We welcome your feedback to newsletter@flagshipsoftware.com!
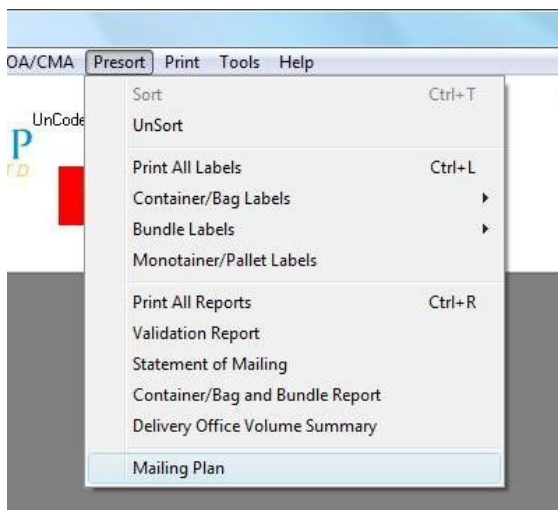
Barcoded Container and Bag Labels:

As of January 10, 2009, container and bag tags will be barcoded. The container and bag labels will be exactly the same size. An example of a barcoded label is below. These labels are larger than the previous ones and the only possible layout is a 4 up label. The stock is also heavier now to facilitate handling and scanning by Canada Post RVU staff.

Samples of the new labels and pricing are available upon request to Virginia@flagshipsoftware.com. We keep container/bag, bundle and US tray tags in stock.

```
CANADA  POSTES    MISSISSAUGA ON        L0J 9Z0
POST    CANADA    FWD
Bag# 1

Pcs:495           Addressed Admail - LCP
Bun:31            Médiaposte avec adresse - TPIF

                  X L0J 9Z0 05 524 061 392 6 00007 0201
```

Automatic Updating of the EST

Well, we are ready to go, even if Canada Post isn't! You will notice the new version of iAddress has replaced Event Manager with Mailing Plan. Event Manager has been officially retired and replaced with an automatic updating of the Electronic Shipping Tools. This is optional until July 2009 and mandatory for all users after that.

```
OA/CMA  Presort  Print  Tools  Help

          Sort                        Ctrl+T
UnCode    UnSort

          Print All Labels           Ctrl+L
          Container/Bag Labels          ▶
          Bundle Labels                 ▶
          Monotainer/Pallet Labels

          Print All Reports          Ctrl+R
          Validation Report
          Statement of Mailing
          Container/Bag and Bundle Report
          Delivery Office Volume Summary

          Mailing Plan
```

Once your job is complete, you click the Mailing Plan option and select the location for the file. This file contains detail on your job down to the bundle level. Once the Canada Post system is ready to accept these files, you will log into either the

on-line or desktop versions and select the option to import the mailing plan. We are waiting for an electronic brochure from Canada Post describing their new process. As soon as it is received, we will distribute to all newsletter recipients.

The new Canada Post system is scheduled to be released to all customers on January 18, 2009. We will let you know if this has been delayed.

Optional Endorsement Line Update

Canada Post has officially called it the **Optional** Endorsement Line. This must be on the first line of the address label and be in capital letters. Flagship Software will allow two to five asterisks to be placed either at the beginning and at the end or just at the beginning of the OEL information. Font sizes accepted are Courier 12, Ariel 10 and Letter Gothic 10. The minimum font height is 2mm.

January Training

We will be holding a training session in our Richmond Hill office on Wednesday January 7th, 2009.

In Vancouver, a session is being held on Friday January 9th, at the Royal Vancouver Yacht Club. Please call or email us to obtain a registration form.

Technical Support over the Holidays

Our Technical Support office will be open the following hours (Eastern Standard Time):

9am to 5pm Monday, December 22, 2008
9am to 5pm Tuesday, December 23, 2008
9am to 12pm Wednesday, December 24, 2008
9am to 5pm, Monday, December 29, 2008
9am to 5pm, Tuesday, December 30, 2008
9am to 3pm, Wednesday, December 31, 2008

We will resume normal operating hours on Monday, January 5, 2009 at 9am EST. On-call support will be available whenever our office is closed. If you require technical assistance while our offices are closed, please call the Technical Support office at 416-410-6357 or toll-free at 1-866-672-0007 extension 3 and ask for a call-back.

And Finally…

As this eventful year draws to a close, the staff of Flagship Software Ltd. would like to wish all of you a restful holiday season with your families. We look forward to working with you to make 2009 a successful one. Happy New Year!

The Flagship Software Staff