

## Revision to CPC Rate Changes

As you may be aware, Canada Post did not receive approval for all proposed rate changes as of January 12, 2009. Canada Post also withdrew their proposed Irregular Oversize Lettermail category completely.

**However, the rest of these changes will be implemented as of February 23, 2009.**

What did change in January was the rates for Addressed Admail (including the weight band split for machineable mail), Publications Mail and Incentive Lettermail. The domestic basic letter rate (First Class S/L) increased to \$0.54 as of January 12, 2009.

As of February 23, 2009, the First Class rate for S/L over 30g and Oversized pieces will increase. Oversize Machineable Lettermail rates will also increase as of that date. For the specific pricing increases, please visit [www.canadapost.ca/rates](http://www.canadapost.ca/rates).

## Reusable Plastic Pallets

If you are preparing Oversize Publications Mail (LCP or NDG) or Oversize Addressed Admail (LCP or NDG) and you are willing to brickpile (not use containers on the pallets), you may qualify to use Canada Post's reusable plastic pallets at a fee of \$2.00 per use. You will be required to sign a Memorandum of Agreement and agree to order at least 40 at a time. Contact your Canada Post rep. for more details on this program.



## Wooden Pallet Specification Changes

In response to customer complaints, Canada Post will not be implementing their proposed surcharge for wooden pallets that do not meet their new specifications. Metal strapping is no longer allowed on pallets. If you submit a mailing with metal strapping, it will be refused at the depot.



## Exception to the USPS Move-Update Requirement

For customers preparing US Standard Mail jobs, there is an exception to the Move-Update requirement. If you append to the name field the words "or Current Resident" or "or Current Occupant", you do not need to use a Move-Update method. An example of such an address is shown below:

MARY SMITH OR CURRENT OCCUPANT  
1501 DONCASTER DR NE  
ATLANTA, GA 30309

Keep in mind that should Mary Smith no longer be at this address, the mail will not be forwarded. This is a useful option for customers using Standard Mail that want to target a specific area rather than a specific recipient. However, as most mailers prefer to reach an individual or company rather than an address, this may not be a useful option for many mailers.



The following is an excerpt from the USPS RIBBS website that provides information to mailers:

"Mailpieces using an alternative addressing format in Domestic Mail Manual 602.3.0, such as "John Doe or Current Resident", "Occupant" or "Postal Customer", are not subject to the Move Update standards.

Alternative address formats, however, may not be used on mailpieces with any extra service, such as Delivery Confirmation, with any ancillary service endorsement, or mail addressed to an overseas military post office."

If you choose to use this option, you do not indicate a Move-Update method on your postage statement. If you are asked at the depot which method you used, tell them that you are using an "exceptional address format".

## Last Stock of Old-Style Pre-Perforated Container Label Tags!

We have limited quantities left of the old container labels (6 to a sheet). These are valid on LCP mailings until July 20, 2009. They will continue to be valid for NDG and Machineable mailings after that date, however, we will no longer be stocking them. We'd like to clear them out to make room for the new stock so we are offering them for \$12 per 100 sheets (600 labels). All prices include shipping.

If you would like to purchase the 6-up container labels, please contact the Admin. Office at 416-410-6357 (toll-free 1-866-672-0007), extension 5.

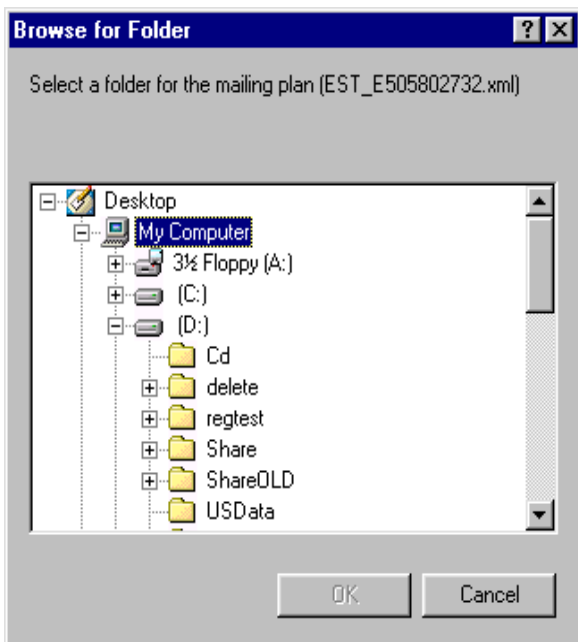
## New Mailing Plan

There are 2 important steps when using the new Mailing Plan feature.

### 1. Creating the Mailing Plan

Once you have a sorted job, go to the sort menu, and click on "Mailing Plan". You will be prompted to select a folder in which to save your Mailing Plan. The file name will be displayed on the "Browse for Folder" window. The naming convention of the mailing plan file was defined by Canada Post and should **NEVER** be renamed. The file iAddress™ produces will have this format:

**EST\_E5(SOM NUMBER)**



### 2. Submitting the Mailing Plan

There are two options to upload the new Mailing Plan to Canada Post.

- a) If you are using the desktop version, please ensure that you have version 9.1 or newer. The version is located on the title bar of the Electronic Shipping Tools. In order to download this from the Canada Post website, you must be logged in to the on-line business centre using your Canada Post account ID and password.\*
- b) If you are uploading the mailing plan using the on-line version, the version will always be up to date. (You will see 9.1 in the title bar).\*

\* Please refer to page 1 and page 4 of the Canada Post guide "Improvements to Preparing and Depositing Your Orders".

## Bundle Averaging

We've updated our bundling algorithms! iAddress™ will now create a more equal-sized bundle making it easier to prepare the mail.

## iAddress™ Training Courses

Flagship Software continues to run iAddress™ courses on the first Wednesday of each month at our Tech. Office in Richmond Hill. Please book early as the spots fill up quickly!

Our course covers iAddress™ in detail, hands-on workshops focusing on preparing and sorting a mailing, and includes lunch!

For more information on our courses, or to obtain a registration form, please call our office at:

1-866-672-0007 ext. 3 and ask for Carolyn, or email her at:

[carolyn@flagshipsoftware.com](mailto:carolyn@flagshipsoftware.com)



If there is a topic that you would like to see covered in this newsletter, please send us an email at:

[newsletter@flagshipsoftware.com](mailto:newsletter@flagshipsoftware.com)