

Addressed Admail™ - Size, Shape and Weight Specifications

Short & Long (S/L) – Presort (NDG & LCP)

	Minimum	Maximum
Width	70mm (2 3/4")	156mm (6 1/8")
Length	100mm (3 15/16")	245mm (9 5/8")
Thickness	0.18mm (0.007")	5mm (3/16")
Weight	n/a	100g

Short & Long (S/L) – Machineable

	Minimum	Maximum
Width	90mm (3 1/2")	156mm (6 1/8")
Length	140mm (5 1/2")	245mm (9 5/8")
Thickness	0.18mm (0.007")	5mm (3/16")
Weight	3g*	50g

Oversize (O/S) – Presort (NDG & LCP)**

	Minimum	Maximum
Width	70mm (2 3/4")	270mm (10 5/8")
Length	100mm (3 15/16")	380mm (14 15/16")
Thickness**	0.18mm (0.007")	20mm (3/4")
Weight	N/A	500g

Oversize (O/S) – Machineable

	Minimum	Maximum
Width	90mm (3 1/2")	270mm (10 5/8")
Length	140mm (5 1/2")	380mm (14 15/16")
Thickness	0.5mm (0.019")	20mm (3/4")
Weight	10g	500g

Postcards or Cards – Machineable

	Minimum	Maximum
Width	90mm (3 1/2")	120mm (4 11/16")
Length	140mm (5 1/2")	235mm (9 1/4")
Thickness	0.18mm (0.007")	5mm (3/16")
Weight	N/A	50g

* The minimum weight of a self-mailer is 5 grams
** Max thickness for O/S, 500 grams – 1.36 kg is 35mm

Addressed Admail™, ctd.

Shape

(a) Short/Long (S/L)

A Short/Long item (including postage) must be rectangular in shape regardless of size, with the length being greater than the height.

The ratio of length to height (aspect ratio) must be a minimum of 1.3 : 1 and a maximum of 2.6 : 1.

(b) Oversize (O/S)

Oversize items must be rectangular in profile.

Minimum Thickness

(a) Short/Long (S/L)

The minimum thickness of a Short/Long envelope, card or unenclosed mail item shall not be less than 0.18 mm (approximately 0.007").

(b) Oversize (O/S)

The minimum thickness for **machineable** Oversize mail items must be less than 0.5 mm (0.02").

Service Standards

Local:	3 business days
Provincial:	4 – 5 business days
National:	4 – 15 days