

# Requisition for Canada Post Prepaid Products Form

Issued: August 2020  
 Reviewed: Sept 15, 2023  
 Next review: January 2024

Ministry of SaskBuilds and Procurement  
 Maintained by: Corporate and Commercial Services Division  
 The form should be used to request Canada Post prepaid products.

## Order Form

See reverse for product details.

### Order Details

**Product:** PC – Priority Courier | XP – Xpresspost | EP – Expedited Parcel  
**Size:** Envelopes – S – Small | M – Medium | L – Large | Labels – 1.36 kg, 5 kg  
**Destination:** R – Regional | N – National

Date \_\_\_\_\_ Order Number \_\_\_\_\_

Product	Size	Destination	Unit Cost	Units Needed	Total Cost

*A shipping and handling fee of \$10 per order will be added to cover shipping and handling costs	<b>*Shipping and Handling Fee</b>	<b>10.00</b>
		5% GST
		<b>Total</b>

**PRICES SUBJECT TO CHANGE WITHOUT NOTICE**

Ordered by: \_\_\_\_\_

Contact Name \_\_\_\_\_  
 Ministry \_\_\_\_\_  
 Address \_\_\_\_\_  
 City/Postal Code \_\_\_\_\_

Phone \_\_\_\_\_  
**X**  
 Authorized Signature \_\_\_\_\_

**For information or assistance please contact:**  
 Mail Services  
 110 Henderson Drive, Regina, Saskatchewan, S4N 5V5  
 Phone: 306.787.7914  
**To submit your order:**  
 E-mail: mailservices@gov.sk.ca

## Product and Price Information

All products must be purchased in full units. A minimum purchase quantity may apply for National Products. Prices shown do not include GST.

**Regional** products are for use when sending to BC, AB, SK and MB destinations.

**National** products are for use to the remaining Canadian destinations.

**NOTE: The Canada Post fuel surcharge may change each month, which may result in slight price adjustments from prices indicated below.**

Prepaid Envelopes			
Priority Courier	Unit Size	Regional Price per unit	National Price per unit
<b>Medium (9.5" x 12.5")</b> 15 mm thickness, 500 g max.	10	201.80	430.40
<b>Large (12" x 15.5")</b> 30 mm thickness, 1 kg max.	10	241.30	520.00
Xpresspost	Unit Size	Regional Price per unit	National Price per unit
<b>Small (6" x 10.5")</b> 15 mm thickness, 500 g max.	10	129.10	225.10
<b>Medium (9.5" x 12.5")</b> 15 mm thickness, 500 g max.	10	131.30	226.20
<b>Large (12" x 15.5")</b> 30 mm thickness, 1 kg max.	10	148.00	292.50
<b>Signature Stickers (Xpresspost prepaid envelopes only)</b>	10	23.00	23.00

Prepaid Labels							
Size	Unit Size	Priority Courier		Xpresspost		Expedited Parcel	
		Regional	National	Regional	National	Regional	National
Up to 1.36 kg (3,220 cm <sup>3</sup> )	25	805.25	N/A	507.25	N/A	488.25	N/A
Up to 5 kg (25,000 cm <sup>3</sup> )	25	1044.75	N/A	707.75	N/A	659.00	N/A
Up to 1.36 kg (3,220 cm <sup>3</sup> )	5	N/A	372.75	N/A	235.75	N/A	133.75
Up to 5 kg (25,000 cm <sup>3</sup> )	5	N/A	619.00	N/A	454.00	N/A	194.25