

Requisition for Canada Post Prepaid Products Form

Issued: August 2020
 Reviewed: January 2021
 Next review: January 2022

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

*Shipping and Handling Fee	10.00
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5% GST

Ordered by: _____

PRICES SUBJECT TO CHANGE WITHOUT NOTICE

Total	_____
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 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 Fax: 306.787.1873
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
Medium (9.5" x 12.5") 15 mm thickness, 500 g max.	10	213.70	359.20
Large (12" x 15.5") 30 mm thickness, 1 kg max.	10	216.70	420.20
Xpresspost	Unit Size	Regional Price per unit	National Price per unit
Small (6" x 10.5") 15 mm thickness, 500 g max.	10	117.10	194.20
Medium (9.5" x 12.5") 15 mm thickness, 500 g max.	10	119.90	195.40
Large (12" x 15.5") 30 mm thickness, 1 kg max.	10	148.50	311.00
Signature Stickers (Xpresspost prepaid envelopes only)	10	20.00	20.00

Prepaid Labels							
Size	Unit Size	Priority Courier		Xpresspost		Expedited Parcel	
		Regional	National	Regional	National	Regional	National
Up to 1.36 kg (3,220 cm ³)	25	578.00	N/A	370.25	N/A	358.00	N/A
Up to 5 kg (25,000 cm ³)	25	739.50	N/A	502.50	N/A	477.75	N/A
Up to 1.36 kg (3,220 cm ³)	5	N/A	275.00	N/A	173.25	N/A	98.25
Up to 5 kg (25,000 cm ³)	5	N/A	446.25	N/A	328.00	N/A	140.75