

# RETURNING MATERIALS TO PRCVI USING CANADA POST

## Post-Free Materials

Canada Post ships materials for blind and visually impaired users post-free provided the materials fall within the parameters for “Literature for the Blind.”

For more information, visit: <https://www.canadapost.ca/tools/PG/manual/pglitblind-e.asp>

Enclosed are blank Xpresspost shipping labels and manifest(s) for you to use when returning these materials. Please note that your district or school may already have a Canada Post account for requesting “Post-Free” labels and manifests, but PRCVI also provides these to make it easier to return items.

When you have packaged up your materials, please ensure the following:

1. All “Literature for the Blind” parcels need to have an Xpresspost Label (33-086-566) affixed to them. The style may change, but they look similar to the labels displayed below:



2. For shipments of more than 1 package, Canada Post requires that a bulk shipping manifest (33-086-565) be filled out.

Product Code / Code de produit		Shipped To / Destinataire	Postal Code / Code postal	No. of pieces / Nombre de pièces	Weight / Poids	Volume / Volume	Value / Valeur	Signature / Signature	Item ID / Id. de l'article
3670	1	DA PRCVI #19151 BC MAIL PLUS (CR19151) 106-750 75TH AVE W VANCOUVER BC	V6P 6G2						
	2								
	3								
	4								
	5								
	6								
	7								
<b>TOTAL</b>									

**Shipper Record / Copie de l'expéditeur**

- a. Shipper Name and Address – Write your name and address
- b. Postal Code (at top of manifest) – Write your postal code
- c. Product Code – Pre-filled
- d. Shipped To – Pre-filled with PRCVI’s address information
- e. Postal Code – Pre-filled with PRCVI’s postal code
- f. No. of pieces – This will be “1” since each package is recorded on a separate line
- g. Weight – Record the weight of the package
- h. Item ID – Affix sticker 1 of 2 from the Xpresspost label to this section. This is your tracking number for that package



- i. Shipper’s Name – Write your name
- j. Shipper’s Signature – Sign your name

3. Write or affix a sticker saying: “Materials for the Blind – Post Free” somewhere visible on the package(s)
4. Bring the packages and the manifest to your nearest post office, or ask the school to request a pickup from Canada Post

**Materials that are not Post-Free**

Some materials cannot be shipped post-free. All professional resource returns such as books, assessment kits and CDs for teachers still need to be paid for by the school district.

The school district must also pay for materials that weigh over 7kg and/or have the dimensions of more than 2 x 1 meters squared.

**Need more labels or manifests?**

To request additional Xpresspost shipping labels and manifests during the school year, or at the end of May when you are getting your End of School year returns ready, please send an email to [shipping@prcvi.org](mailto:shipping@prcvi.org) with the following information:

- Contact name
- School address
- Number of packages needing labels