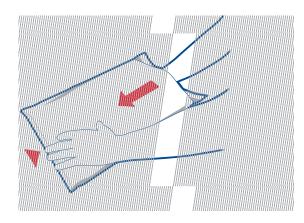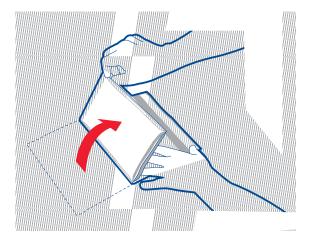# How to package and label items in a polybag

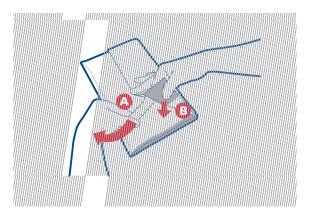The instructions in this information sheet will help you properly package your item in a polybag.

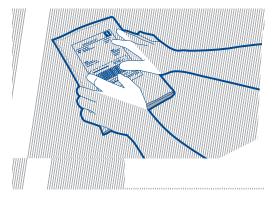**1 Protect** the item with sufficient cushioning and insert it as far as it will go into the polybag.

2 Wrap the polybag tightly around the item as many times as necessary to ensure the polybag fits snugly. Avoid creating a cylindrical shape with your item. Make sure there's a flat surface for the label.

3 A) Remove the protective strip from the adhesive on the polybag flap.

   B) Tightly seal the polybag shut.

4 Apply your shipping label to the largest surface of the polybag without covering the edge of the flap. Make sure the label is flat and wrinkle-free, and that all of the barcode is clearly visible.

Note: A correction fee may apply:

• If the barcode on your item cannot be scanned by our automated processing equipment due to print quality, label placement, etc.

• If the addressing information on the label is incorrect or incomplete.

For more information on "How to use our shipping labels", visit **www.canadapost.ca/shippinglabels.**