

Buying Postage Guide

Departments have two options for paying for outgoing mail. The cost is borne by the department in either case. The difference is speed.

- **Stamp it yourself.** Purchase PERMANENT (P) stamps from Canada Post and apply them before the mail goes in the slot. Pre-stamped mail goes out the same day.
- **Metering by Distribution Services.** Metered postage continues to be charged back to the department as at present. However, metered mail is processed as capacity allows, may be delayed, and will not make the same-day run.

For anything time-sensitive, departments should apply their own postage. This document sets out how much postage to buy, where to obtain it, and what it costs.

How many stamps does my department need?

Given the reasonably small number of letters sent by campus departments over the last few years, a single booklet of ten stamps will cover six months or more worth of postage for most areas. The bands below are a guide.

Volume	Stamps Required
Under 30 letters a year (most departments)	One booklet of 10, replaced when it runs low
30 to 100 a year	Two or three booklets, reordered twice a year
100 to 500 a year	A coil of 50, once or twice a year
Over 500 a year	Contact Distribution Services first. Stamps are not the right solution at this volume.

If you are unsure which band applies, review your department's postage charges from last year, or contact Danielle Lenarduzzi for confirmation. There is no penalty for purchasing ahead. See the note on PERMANENT stamps below.

Why PERMANENT (P) stamps?



Look for the P inside the maple leaf. A PERMANENT stamp is always worth the current domestic standard letter rate, regardless of when it was purchased. Canada Post typically increases rates each January. PERMANENT stamps remain valid.

This is why PERMANENT stamps are recommended over denominated stamps, and why buying ahead is safe. A booklet purchased today will still be a valid letter stamp in three years.

Where can stamps be purchased?

Stamps can be purchased from any of the following, using a purchasing card. Please retain the receipt for your department's records.

- **Online.** Order at canadapost.ca for delivery to your department. Convenient for booklets and coils, and it avoids a trip.
- **University Plaza, closest to campus.** The Canada Post outlet at 2700 Tecumseh Road West.
- **Any Canada Post outlet.** Retail postal counters operate inside many pharmacies and convenience stores across Windsor. To find the nearest, use the Find a Post Office tool at canadapost.ca and enter your postal code.

What does it cost?

Current Canada Post rates, as of September 2026. Prices exclude taxes and are subject to change. Please check canadapost.ca before budgeting.

Destination and weight	Booklet	Single
Canada, standard, up to 30 g	\$1.24	\$1.44
Canada, standard, 30 to 50 g	n/a	\$1.75
United States, standard, up to 30 g	n/a	\$1.75
International, standard, up to 30 g	n/a	\$3.65

Purchasing a booklet saves twenty cents on every domestic letter, which accumulates over a year.

Please watch for oversize items. Anything thick, rigid, lumpy, or larger than a standard envelope is charged at the non-standard rate, beginning at \$2.61 for items up to 100 g and increasing from there. If an item will not lie flat and pass through a slot, it requires more than one stamp.

What if my department is a high-volume mailer?

A small number of departments account for the majority of campus mail. Five areas alone send roughly eight of every ten pieces. If your department sends hundreds or thousands of items a year, applying stamps by hand is not a reasonable use of your staff's time.

Contact [Distribution Services](#) before purchasing anything. Canada Post offers postal indicia, pre-paid and bulk volume options far better suited to that scale. Departments at that volume are being written to separately.

What if a department has no stamps on hand?

Metering will continue as capacity allows until the Pitney Bowes machine is retired at the end of its lease on **September 30, 2028**. Metered postage continues to be charged back to the department. However, metered mail may be delayed and will not make the same-day run.

Anything urgent should always be pre-stamped. If it cannot wait for your building's scheduled day, pre-stamp it and place it in the outgoing mailbox at the Distribution Office, Lambton Tower G127 **before 11:45 AM**. The box is emptied every weekday and anything left there before 11:45 AM leaves campus the same day.

February is the peak period for metered mail and delays are longest then. Departments with a larger mailing that needs metering should give [Distribution Services](#) as much notice as possible, and always before the mail arrives, so that it can be scheduled.

Should you have any questions, please contact Danielle Lenarduzzi at dlenardu@uwindsor.ca or extension 2852.