



How to complete a Bill of Lading (BOL)

How to complete a **Bill of Lading (BOL)** – Domestic only

Field	Field Name	Description
1	Shipped To Name, Address and Postal Code	Enter the Shipped To company name, address, and 6-character postal code.
2	Signature required	Place a check mark in box if signature of the receiver is required.
3	Billed Mailing Tube	Place a check mark in box to identify method of payment. Place a check mark in a box if the items are in a mailing tube.
4	Oversize / Unpackaged or	Place a check mark in a box if the items is Oversize (any dimensions larger than 1 m) or Unpackaged.
5	Weight (kg)/VE	Enter the greater of actual weight or the volumetric equivalent of actual weight.
6	Sender's Ref.	Use the reference field as required, i.e., Purchase Order number. This information will appear on your invoice.
7	Declared Value for Coverage	Enter the declared value of the Item that requires coverage against loss or damage.
8	Sender's Signature	The Bill of Lading must be signed by the sender.
9	Site Number	For Canada Post use only. To be completed by the accepting employee.
10	Acceptance by	For Canada Post use only. To be completed by the accepting employee.
11	Date	For Canada Post use only. To be completed by the accepting employee.
12	Name, Address and Postal Code of sender	Over printed address block, Customer Account Number , and Agreement Number of the sender.
13	Customer No.	Enter the shipper's 7-digit customer number.

All information appearing in the fields of the samples found in this document, i.e., numbers, addresses and names, are for example purposes only.

Canada Post Fields