



Purchase Power®

# Simplify how you pay for postage.

Mail now and pay later.

If your meter or permit postage accounts run low, your mail can be delayed – and that's not good for business. Now, you can pay for postage the same way you pay for most other business expenses, after you receive a bill. Pitney Bowes will pay Royal Mail upfront when you recredit your meter and you pay us back later. It's more convenient, better for reporting and gives you greater flexibility.

## **Benefit from a faster, easier way to pay for postage.**

You can instantly recredit your meter – with no prepayment required.

You can even add mailing supplies, meter rental charges, service and other mailstream expenses to the same account.

## **Improve your cash flow.**

'No prepayment' means you can hold onto your funds longer. You'll receive an itemised invoice that details all your mailstream purchases for that month. You can choose to pay in full by the due date shown, or take advantage of flexible payment options and pay over time.



For more information, visit us online: [pitneybowes.com](http://pitneybowes.com)

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# Manage your postage account online 24/7

As part of the Purchase Power® service, key users can access their monthly invoice online, so managing your account is simple.

**Pitney Bowes Purchase Power offers you a superior level of service:**

- Simpler way to manage postage
- Access to postage on demand
- Manage cash flows
- Reduce processing costs
- Manage fleets of equipment
- Access your account online

## 5 Steps to running your account online:

### 01 Complete registration

Visit PitneyBowes.com and click on 'My Account'. You will need your account number and your email address. Your email address will be your user name.

### 02 Configure your account

Visit the Options section and select how you would like to receive your invoice – either electronic or paper. You can then set up multiple users so new invoices go to all the right people and get dealt with efficiently.

### 03 View your invoice

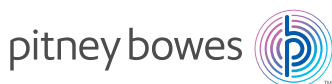
You can see up to 12 months of previous invoices. Each invoice can be viewed through the browser or downloaded in .pdf format for internal distribution. There's a sample invoice that will help you understand all the key information.

### 04 Monitor expenditure trends

Each invoice can be downloaded into a .csv file for reconciliation purposes or loading into your accounting system for payment processing. The information can also be downloaded into a spreadsheet format. This allows detailed analysis of your expenditures with Pitney Bowes and analysis of seasonal postage trends.

### 05 Handle queries

The system allows you to search according to a number of criteria. Should a query arise, detailed information on individual transactions can be located quickly and efficiently.



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