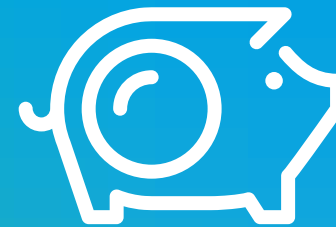


Shipping, simplified

How companies without a centralized mailroom can ship more efficiently





The truth about office shipping

Shipping shouldn't be hard, but it can be.

If you work in a small to mid-sized business without a centralized mailroom, you know. There are a lot of steps to go through for every large envelope and package you send. Filling out labels online or by hand. Retyping that regular recipient's name and address. (If you get it wrong, there will be a charge for correcting it.) Then there's arranging for pickup or drop off.

At some point — maybe the last time you navigated from carrier site to carrier site trying to track multiple items — you've probably thought, "Isn't there a less complicated way to do this?"

The answer has always been no. Until now.

It's not just you.

Sending is getting more complicated. We can think of at least three reasons why.

- 1 Rates are increasing, and there are surcharges for fuel, residential delivery and address correction.
- 2 It's challenging to compare USPS, FedEx and UPS services to determine the most cost-effective choice for every delivery.
- 3 Customers now expect all their items delivered quickly. And they want to be able to track articles from door to door.

The cost of routine

Complicated shipping processes make some senders stick with a service they know and trust — next day morning delivery, for example — and just stick with it. Even if a recipient doesn't need the package for five days. It's a short cut for busy shippers, but often a costly one for the company.





Become a sending professional.

Businesses, non-profits, government entities and other organizations can manage expenses and simplify workflow with the SendPro™ all-in-one, online sending solution — streamlining sending through USPS®, FedEx® and UPS®. The SendPro solution's innovative software provides you with **a single sending portal**. Its intuitive interface enables you to quickly and easily:



Determine the best sending choice for a specific project



Print shipping labels



Track items



Control and manage expenses

SendPro solution with integrated scale and printer

The SendPro solution comes with integrated scales and printers. Desktop solutions include a scale that help you accurately weigh items of up to 10 pounds and a printer that creates professional labels for each carrier. The scale and printer connect to your desktop via a USB port. You may choose to get a SendPro desktop solution for each shipper in your office.

Environments that need a larger scale can use the SendPro networked solution. This solution provides users with scales that can weigh packages of up to 70 pounds — including those that are just slightly heavier than the desktop solution's 10-pound limit. A robust printer is also included.

Whether you need several SendPro desktop kits, networked kits, or some combination thereof, SendPro options allow you to create the sending environment that works best for your organization.



One interface: more control

A pound of feathers or a pound of lead?






It's an old joke: Which weighs more? Although both the feathers and the lead come in at 16 ounces, it costs more to send the feathers. Why? FedEx and UPS now charge dimensional pricing for packages. Because space on a truck or plane is valuable, these carriers charge not just by weight, but by volume — the length of a package times its width and height. And per pound, feathers take up more room than lead.

Choose your carrier and options, print carrier-specific labels, track items and manage expenses...

... through a single Internet interface

Let's take a closer look at how the SendPro™ solution can help you at the three key stages of the office shipping cycle: shipping, tracking, and managing expenses.

Log onto the SendPro portal to determine shipping options based on your choice of:

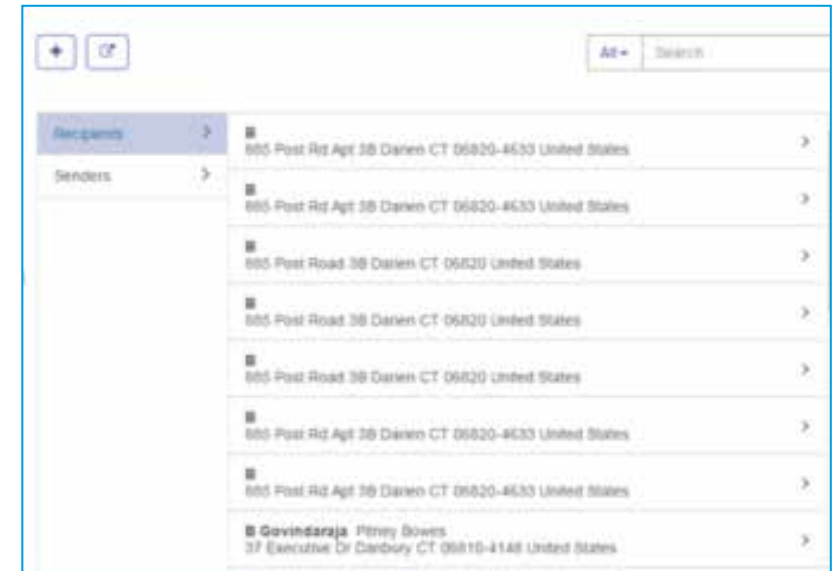
-  Package type
-  Recipient location
-  Pickup date
-  Delivery date
-  Delivery options, including:
 - Signature required
 - Morning delivery



Access your universal address book.

The SendPro™ all-in-one shipping solution eliminates the need to copy and recopy addresses. Instead, you type a recipient's name and address into the solution's universal address book once, and it remains permanently available for you to use with USPS, FedEx or UPS. You can also easily upload many existing electronic address books and CSV tables into the SendPro solution.

After you've typed in a recipient's name and address, the SendPro solution standardizes and validates addresses. This helps to ensure you are using the correct address, and saves you from surcharges for incorrectly addressed items — now more than \$13.00 per piece at some carriers.



The SendPro solution's universal address book standardizes your addresses.

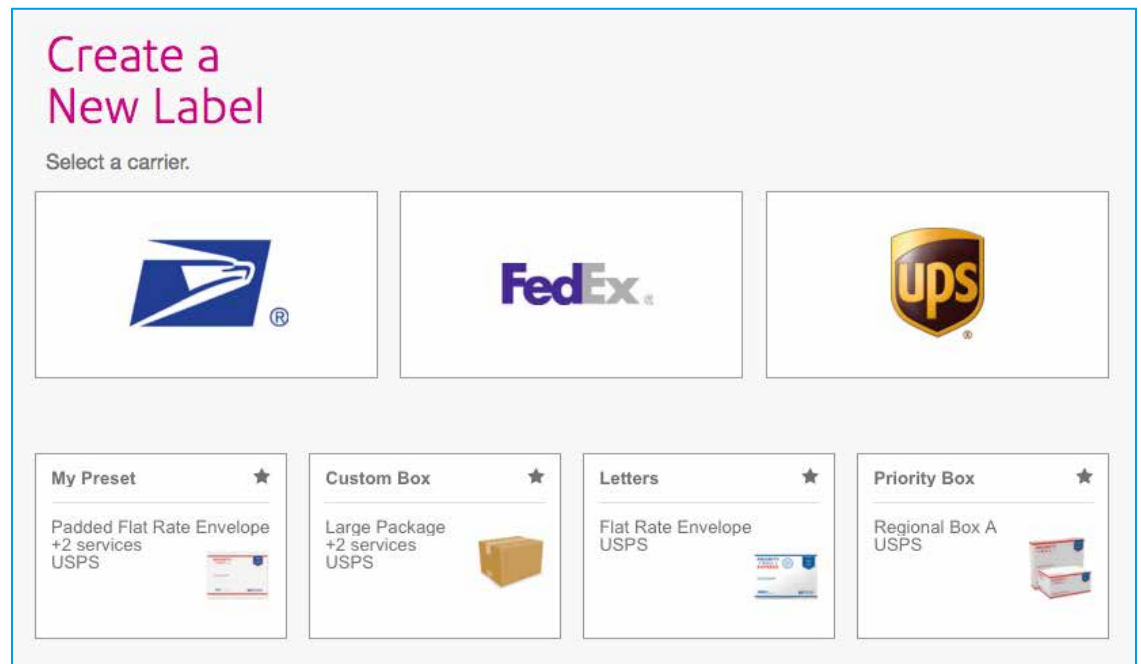
Share the sending

The SendPro solution's intuitive interface makes sending so easy that virtually anyone in your office can do it. What does this mean for you? If you've hired a temp, for example, he or she can learn the system and in just minutes begin sending like a pro: choosing the most cost-effective job-specific sending options among the nation's three major carriers, and saving money for your company in the process. Ditto for any of your colleagues who don't typically send as part of their jobs, but who pitch in in a pinch.

Label professionally.

You may have hand-written your last label. The SendPro™ all-in-one shipping solution, along with integrated printer and scale, help you:

- Produce carrier-specific labels — complete with barcodes — for USPS, FedEx and UPS
- Print labels with the USPS Intelligent Mail Package Barcodes needed to qualify for reduced-rate commercial pricing



Sign on to the SendPro hub and click on the carrier of your choice to begin creating labels.

Our partnerships make the difference

The SendPro solution results from Pitney Bowes partnerships with USPS, FedEx and UPS. This sending solution has been approved for use by those carriers.





Track simply.

The SendPro™ solution consolidates USPS, FedEx and UPS tracking numbers on your sending hub, allowing you to access all tracking information in one place. The system:

- ✔ Emails recipients when an item is sent
- ✔ Provides up-to-the-minute tracking information to you and recipients
- ✔ Allows you to track packages from web-enabled device: PCs, smart phones, tablets and more

“This is by far the most efficient and user-friendly shipping tool I have come across. I have used them all, and this is the best.”

— Jeremy Kershaw, Director of Shipping and Receiving, United Kennel Club

Save money with recipient tracking and other capabilities

In the e-commerce era, recipients expect to track items themselves. The SendPro all-in-one shipping solution enables you to meet these expectations. Better yet, giving your recipients their own tracking capabilities saves time for you and money for your company. As discussed throughout this book, SendPro also helps save time and money by:

- Consolidating sending, tracking and expense management onto a single portal
- Automatically loading your preferred carriers
- Printing labels with the USPS Intelligent Mail Package Barcodes needed to qualify for reduced-rate commercial pricing
- Restricting spending by temporary employees and others (see “A single account.”)

Manage expenses.

The SendPro™ office shipping solution gives you a consolidated history of all the shipments you and your colleagues have made through USPS, FedEx, and UPS — including costs, services and tracking numbers. This history helps you better understand your complete sending spend. The SendPro solution also allows you to:



Import billing information into your accounting software



Track costs by client, user, department, or other parameters



More easily send invoices to those clients and customers you charge for shipping and mailing

A single account

No matter how many senders there are in your company, no matter how many different offices they work from, the SendPro solution provides you with a single, consolidated account for all shipping and mailing. What does this mean to you? You can now control and monitor sending activities and associated costs.

You can use this single account to oversee and control work done by others on the team. For example, you may choose to give certain account profiles unlimited shipping and mailing capabilities. However, if, for example, you have temps helping out with shipping for only a short time, you may choose to set carrier spending limits for their profiles.

When it comes time to account for your sending spend, there's no longer a need to look at a plethora of different user accounts at all three carriers. Instead, you get one, complete view of your single account.



Choose confidently.

Which SendPro™ all-in-one shipping solution is right for you? It depends.

| Product | Description | Cost |
|---------------------------------|--|-----------------------------|
| Single user | Individual all-in-one shipping solution with a 10-lb or 70-lb weighing scale and professional label printer, both connected via USB to a PC/Mac or Windows 10 tablet. | Starting at \$30 per month. |
| 2+ users | Solution for two or more workers with simultaneous access to the shipping solution. Each worker uses a 10-pound or 70-pound weighing scale and professional label printer, both of which are connected via USB to a PC/Mac or Windows 10 tablet. | Starting at \$30 per month. |
| 2+ users with networked printer | Two or more workers with simultaneous access to the shipping solution, sharing a single, networked label printer. Users can either share a common weighing scale (with manual weight entry) or each have a weighing platform connected via USB to their PC/Mac or Windows 10 tablet. | Starting at \$65 per month. |

You are weighing, right?

There's a reason each SendPro solution comes with a scale. If you haven't weighed an item before turning it over to your carrier, the carrier will weigh it for you — and may charge you for the service.



SendPro™. All in one. And done.

We all know that complicated work processes make sending difficult. Let Pitney Bowes help. We have more than 80 years of experience manufacturing mailing equipment and precision location software. We used this expertise and technology to develop the SendPro all-in-one shipping solution — and to make your work life easier.

Call us: 877-250-8121

**Visit our web site: www.pitneybowes.com
#MakeShippingSimple**

Thanks for your help.

Who helped us develop the SendPro software and interface? People like you. We worked hand in hand with sending professionals including office administrators, receptionists and mailroom supervisors to uncover their most pervasive mailing hassles. Then we designed a solution to overcome them. We also solicited input on the design of the SendPro solution interface, engineering it so that it's easy to use for people who send all the time, and easy to learn for new senders.

Shipping via our app

Your SendPro solution can be controlled via the SendPro mobile app, available for download on the Windows® Store and compatible with mobile devices that use the Windows® 10 operating system. The SendPro app automatically syncs with your Windows® People app to pull user contact information from multiple address books, including Outlook® messaging software, Gmail™ webmail service, and LinkedIn® InMail. The app also integrates with the SendKit postal scale, and can be used to print shipping labels.

