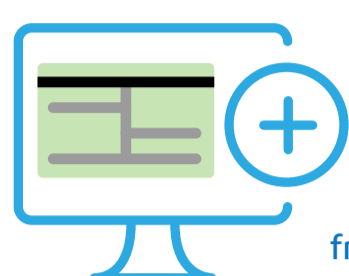


Go electronic for greater efficiency.

Switching to USPS® Certified Mail® Electronic Return Receipts saves money and time, while reducing compliance and data security risks.



Electronic route

vs.

Traditional route



- Select recipient from address book or type in address.
- Choose mail package type, correct postage is then calculated and applied.
- Information is automatically transmitted to the USPS.
- Print and send envelope.
- Receive delivery information and signature from the USPS.
- Electronic Return Receipts available for print or electronic storage.
- Lookup electronic receipts by recipient name, date range or Certified number.

- Write recipient name, address and return address on envelope.
- Write recipient name, address and return address on green card.
- Fill out required boxes on green card.
- Remove small sticker with Certified number from the Certified label and apply to box #2 on the green card.
- Affix Certified barcode label to the top of envelope.
- Attach green card to the back of envelope.
- Manually calculate and apply postage to envelope.
- If using USPS firm mailing book, rewrite recipient name, address and Certified number in mail book.
- Send envelope.
- Manually research delivery status of mail piece via the USPS website.
- Wait to receive signed green card back from post office.
- Manually record, scan or file green card.

Electronic Return Receipts **save** time and money.

\$1.58
per piece savings

Almost

40%

more efficient than
manual method.

Easy
storage
and
retrieval



Closed-loop
consistent
process and
simplified
reporting

Low
compliance errors
and data security risk

Improve your Certified Mail process with PitneyShip® and Electronic Return Receipt.

Take command of your shipping and mailing with applications built on the Pitney Bowes Shipping 360® Platform. For more information, visit us online at pitneybowes.com