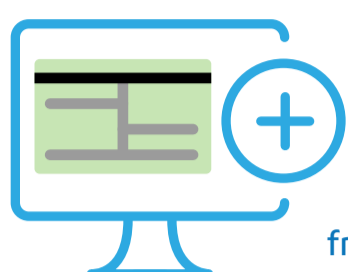


Go electronic for greater efficiency.

They may look light, but Certified return receipts, require some heavy lifting. Switching to Electronic Return Receipts saves you money and time. Plus, they greatly reduce compliance and data security errors.



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.

\$1.33
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