

# Mailout Postage Reminders

## Certified Mailout

For Certified mailouts, we print address labels that contain a certified barcode and tape them to the packages.



If your packages have this barcode label, you **must** add the following services when setting up postage:

- Certified
- Offline Electronic Return Receipt

The total for these services is \$5.60 (as of October 2021).

Check your postage as the envelopes exit the machine.

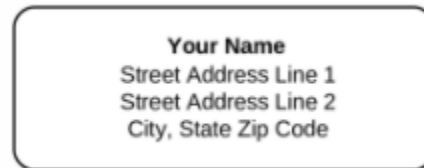
With certified postage, the following types of postage should cost **at least...**

- Large envelope... \$6.80
- Flat Rate Envelopes... \$13.60
- Flat Rate Boxes... \$20

NOTE: If the package does not have enough postage, you can add more by pressing “Key In Postage” at the bottom right of the postage screen. Print a tape for the remaining amount and add it to the package so it has the correct postage total.

## Non-Certified Mailout

For non-certified mailouts, we print address labels on sticky label paper. Peel and stick the correct address label on each package.



If your packages have sticky labels, they are **not certified** and do not need extra services.

You will still need to select the correct **type** of postage and add it, i.e.:

- Shape-Based Rate **or** Large Envelope for large envelopes
- Flat Rate postage for Flat Rate envelopes and boxes

For non-certified packages, the prices are lower. Prices start around:

- Large envelopes... \$1.19 and up
- Flat Rate Envelopes... \$8 and up
- Flat Rate Boxes... \$15 and up

Check postage as it comes out, but it should be fine as long as the machine is weighing correctly.

You **must** double check each package for our return address. Stamp or stick the return address in the corner if it isn't there already.