

Welcome to the webinar:
Basic Tips & Tricks



- Using Endicia to Save Money
- Ordering USPS Supplies
- Using Rubber Stamps
- Insurance Options
- SCAN (Bulk Acceptance)
- Importing Addresses & Batch Printing
- Referral program

Retail Pricing

The standard counter price for postage at the Post Office.

Commercial Pricing

The discounted price available to online postage users, including Endicia customers.

There are some requirements for receiving the discounts.

Commercial Plus Pricing

A higher discount for customers who either ship a large number of packages, or are part of the USPS Approved Shipping Program.

Mail Class	Discount
Priority Mail	Average 4.7%
Express Mail	5%
Priority Mail International	5%
Express Mail International	8%

Postage Options

Return Receipt	Restricted Delivery	Insured Mail
Registered Mail	Collect on Delivery (COD)	
Rate	Premium Service Options	Endicia
Delivery Confirmation	Signature Confirmation	Certified Mail

Delivery Confirmation is a delivery status service offered by the US Postal Service. It can be used with First-Class parcels ONLY and all Priority Mail, or Package Services.

To use this service, check the box below and DAZzle will provide your sender information to the Postal Service via the Internet and also print a barcode on your label to enable tracking.

Use Delivery Confirmation
This service is FREE for Priority Mail!

Sender Information

Name: Mike Colegate
Company: Endicia
Street: 247 High St
City: Palo Alto State: CA
ZIP Code: 94301-1041
Phone: (800) 576-3279

Use wide delivery confirmation barcode
 Use concatenated barcode

OK Cancel Help

To get Commercial rates:

- Go to Postage Options.
- Go to the “Delivery Confirmation” tab.
- Check the box titled “Use Concatenated Barcode.”
- You may need to adjust the location of the barcode.

E	US POSTAGE AND FEES PAID * SAMPLE * Mailed from ZIP 94301 Flat Rate Envelope, Express Mail Commercial Base Pricing	
	 VOID - DO NOT MAIL™	endicia.com 071V00621230
USPS EXPRESS MAIL®		
A Chip Ofteulbloch Endicia 247 High St Palo Alto, CA 94301-1041		(650) 555-6666
SHIP TO:	Abbie Lincoln Gettysburg College 300 N Washington St Gettysburg, PA 17325-1483	
USPS EXPRESS MAIL		
		
EC 651 249 439 US		
POSTAL USE ONLY		
Date In: Mo. Day Year Time In:		<input type="checkbox"/> AM <input type="checkbox"/> PM
Day of Delivery: <input type="checkbox"/> Next <input type="checkbox"/> Second		<input type="checkbox"/> 12 Noon <input type="checkbox"/> 3 PM
Return Receipt <input type="checkbox"/>	COD <input type="checkbox"/>	Additional Insurance <input type="checkbox"/>

Use the dedicated Express Mail Layouts – you will get the discounts automatically!

You will get Commercial pricing when you use the appropriate layout for the class of service you are using with the integrated customs form.

PRIORITY MAIL
UNITED STATES POSTAL SERVICE®

Customs Declaration Dispatch Note CP 72

US POSTAGE AND FEES PAID
* SAMPLE * Mailed from ZIP 94086
3 lbs Priority Mail Intl Rate
Commercial Base Pricing

LJ 557 566 454 US

****VOID - DO NOT MAIL****

endicia.com 071V00662299

From: Endicia Marketing
Endicia
258 High St
Palo Alto, CA 94301-1040
US

To: TEST GB
7 CHALTON HOUSE
TEMPLE STREET
PORTSMOUTH HANTS PO1 1ED
CANADA

Insured Number:
Insured Amount (US \$): SDR Value

Importer's Telephone/Fax/Email:
Phone:
Email:

Detailed description of contents:	Qty.	Weight lb. oz.	Value (US \$)
Descriptions are entered at print time and will be printed here.	1	0	\$0.00

Contents: Gift Commercial Sample Other
 Documents Returned Goods

Total Wt 3 10 Total Value \$0.00

Comments (e.g., goods subject to quarantine, sanitary/phytosanitary inspection, or other restrictions):

Sender's Customs Reference (if known): Importer's Customs Reference - (Fiscal or VAT-number of the addressee, if known):

License Number: Certificate Number: Invoice Number:

I certify that the particulars given in this customs declaration are correct and that this item does not contain any dangerous articles prohibited by legislation or by postal or customs regulations.

Sender's signature: Date:

PS Form 2970-A-PJM Do not duplicate this form without USPS approval. The item/parcel may be opened officially.

EXPRESS MAIL
UNITED STATES POSTAL SERVICE®
EMS

Customs Declaration Dispatch Note CP 72

US POSTAGE AND FEES PAID
* SAMPLE * Mailed from ZIP 94086
5 lbs Express Mail Intl Rate
Commercial Base Pricing

EO 025 321 788 US

****VOID - DO NOT MAIL****

endicia.com 071V00662299

From: Endicia Marketing
Endicia
258 High St
Palo Alto, CA 94301-1040
US

To: TEST GB
7 CHALTON HOUSE
TEMPLE STREET
PORTSMOUTH HANTS PO1 1ED
CHILE

Scheduled Delivery Date:
Insured Amount (US \$): SDR Value

Importer's Telephone/Fax/Email:
Phone:
Email:

Detailed description of contents:	Qty.	Weight lb. oz.	Value (US \$)	HS Tariff Number	Country of Origin
Descriptions are entered at print time and will be printed here.	1	0	\$0.00		

Contents: Gift Commercial Sample Other
 Documents Returned Goods

Total Wt 5 10 Total Value \$0.00 Postage and Fees

Comments (e.g., goods subject to quarantine, sanitary/phytosanitary inspection, or other restrictions):

Sender's Customs Reference (if known): Importer's Customs Reference - (Fiscal or VAT-number of the addressee, if known):

License Number: Certificate Number: Invoice Number:

I certify that the particulars given in this customs declaration are correct and that this item does not contain any dangerous articles prohibited by legislation or by postal or customs regulations.

Sender's signature: Date:

PS Form 2970-A-EMI Do not duplicate this form without USPS approval. The item/parcel may be opened officially. 1 - Customs Declaration

Circle Postage
AUG 23 2009
94086
USPS

You can save postage by using the Flat Rate boxes for your packages – you pay one flat rate for the items you can put in the box, no matter how far it goes.

For a package going 5 zones:

Better to use a	If the package is over
Small Flat Rate Box	1 lb
Medium Flat Rate Box	4 lbs
Large Flat Rate Box	6 lbs

If you send enough Expedited Mail, you can qualify for a higher discount:

- If you send more than 100,000 Priority Mail packages in the previous calendar year , you would get a 7% discount for the next year.
- Send more than 6,000 Express Mail packages in the previous four calendar quarters, you will get a 14.5% discount for the next quarter.

Now available on the Endicia store page – you can order many of the most popular Priority Mail supplies.

The USPS will deliver the supplies to your door, at no cost to you!

The screenshot displays the Endicia Store website in a Windows Internet Explorer browser window. The address bar shows the URL <http://www.endicia.com/Store/#PrintableActs>. The page features a navigation menu with options like 'File', 'Edit', 'View', 'Favorites', 'Tools', and 'Help'. Below the navigation, there are several product listings for USPS supplies, each with a description, an image, and pricing information.

Detachable tab for important handling instructions. **FRAGILE** USPS shipping labels, 250 Sheets (\$00 Labels) **\$42.00 - Buy - More Info** **\$29.95 - Buy - More Info**

Free USPS Supplies

- Express Mail Flat Rate Envelope**
The Express Mail Flat Rate Envelope is the USPS' fastest service for time-sensitive letters, documents or merchandise. The USPS® guarantees next-day and second-day delivery nationwide or your money back.
12-1/2" x 9-1/2"
\$0.00 - Buy - More Info
- Priority Mail Box**
This unique cube shaped Priority Mail® box accommodates a variety of items such as clothing, books, and hats. Just apply tape, address and ship.
7" x 7" x 6"
\$0.00 - Buy - More Info
- Priority Mail Box**
This easy-to-use, rectangular-shaped Priority Mail® box accommodates a variety of items such as clothing, books, and hats.
12" x 12" x 8"
\$0.00 - Buy - More Info
- Priority Mail Box**
This popular Priority Mail® garment box accommodates a variety of items such as clothing, books, board games, and relatively thin items. This item features self-sealing tape on each end.
12-1/2" x 23/4" x 13-3/8"
\$0.00 - Buy - More Info
- Priority Mail Flat Rate Envelope**
The USPS® simplifies your Priority Mail® shipping process for documents with this easy-to-use Priority Mail Flat Rate Envelope. This paperboard envelope features a predetermined rate regardless of the weight or destination zone.
12-1/2" x 9-1/2"
\$0.00 - Buy - More Info
- Priority Mail Large Flat Rate Box**
The Priority Mail® Large Flat Rate Box features predetermined rates regardless of weight (domestically) or destination, similar to other USPS® Flat Rate products.
12" x 12" x 5-1/2"
\$0.00 - Buy - More Info
- Priority Mail Medium Flat Rate Box**
The Priority Mail® Medium Flat Rate Box features predetermined rates regardless of weight (domestically) or destination, similar to the Flat Rate Envelope.
11" x 6-1/2" x 5-1/2"
\$0.00 - Buy - More Info
- Priority Mail Medium Flat Rate Box**
The Priority Mail® Medium Flat Rate Box features predetermined rates regardless of weight (domestically) or destination, similar to the Flat Rate Envelope.
11-7/8" x 3-3/8" x 13-5/8"
\$0.00 - Buy - More Info
- Priority Mail Shoe Box**
The Priority Mail Shoe Box is designed to meet the needs of footwear and clothing retailers, along with direct-to-customer businesses. The Priority Mail Shoe Box allows shippers to simply slide in a boxed pair of shoes for easy shipping.
7-1/2" x 8-1/8" x 14-3/8"
\$0.00 - Buy - More Info
- Priority Mail Small Flat Rate Box**

Endicia offers 3 options for insurance:

- USPS insurance
- 3rd Party insurance
- Endicia Parcel Insurance

You can pay for USPS insurance with your Endicia account – the amount is added to the postage amount.

You will need to prepare the insurance form, and present your package to the front counter at your local Post Office.

NOTE: Stealth Postage is NOT available when you use USPS insurance

You can sign up for insurance through a 3rd party, such as U-PIC Insurance.

Select “3rd Party Insurance” when you print the label, and enter the amount you want to insure it for.

You will need to send a report to the insurance company every month, along with your premium.

Endicia offers an insurance option for all account holders.

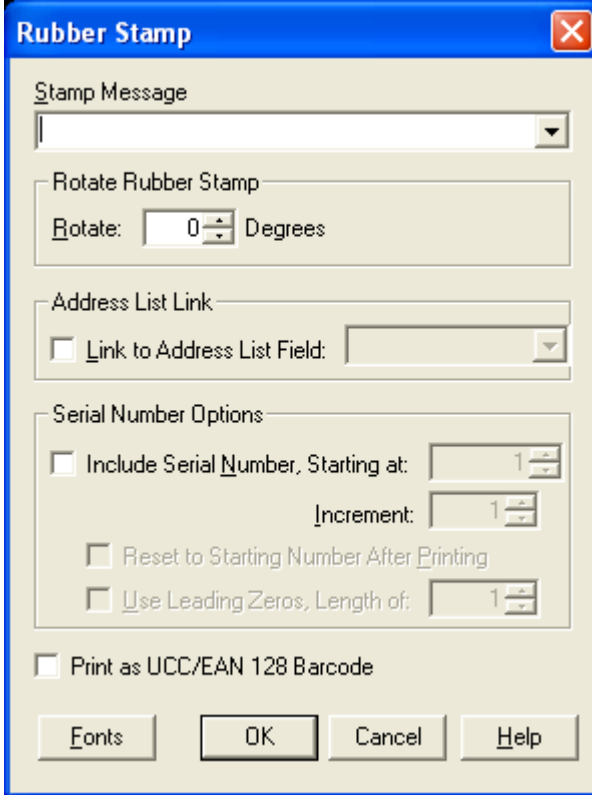
Select “Endicia Insurance” when you print the label, and enter the amount you want to insure it for.

You don’t need to send a monthly report to us – we will calculate the premium and charge you automatically.

Rubber Stamps gives you the ability to add messages or other information to the label design.

You can link the stamp to shipping information, such as a Reference or Order number, or use a “Doc Tab” label for your copy of the invoice.

Adding a Rubber Stamp



The screenshot shows a dialog box titled "Rubber Stamp" with a close button (X) in the top right corner. The dialog is divided into several sections:

- Stamp Message:** A text input field with a dropdown arrow on the right.
- Rotate Rubber Stamp:** A section containing a "Rotate:" label, a spin box with the value "0", and the text "Degrees".
- Address List Link:** A section containing a checkbox labeled "Link to Address List Field:" and a dropdown menu.
- Serial Number Options:** A section containing several options:
 - Include Serial Number, Starting at: [spin box with value 1]
 - Increment: [spin box with value 1]
 - Reset to Starting Number After Printing
 - Use Leading Zeros, Length of: [spin box with value 1]
- Print as UCC/EAN 128 Barcode

At the bottom of the dialog are four buttons: "Fonts", "OK", "Cancel", and "Help".

Click on the Rubber stamp Icon.

You can enter or select a message to put on the label.

You can also check the box titled "Link to Address List Field" and select the field you want to print on the label or "Doc Tab"

With the SCAN functionality, you will get an acceptance scan from your Letter Carrier for your trackable items, such as Express or Priority Mail.

Later this year, you will be able to also put international packages on the SCAN form, too!

The SCAN functionality is available with Endicia accounts at the Professional Level or higher.

SCAN form information is sent to the USPS in the evening at 8:00 PM Pacific – don't print labels after that time.

Note that any labels placed on the SCAN form cannot be refunded.

You can import addresses into the address book from any number of sources.

The address book supports text delimited files, and you can have multiple address books.

Delimited File Options [X]

List File: C:\Documents and Settings\mikec\Desktop\Transfer\SFFOOD2.CSV

Field Mapping

File Field	maps to	DAZzle Designer Field
Field 1: 397 8th St		Full Name
Field 2: A K Subs		Last Name, First Name
Field 3: San Francisco		Title
Field 4: CA		Company
		Address Line 1
		Address Line 2

Options

Skip First Record

Save Dash in ZIP Code

Separators

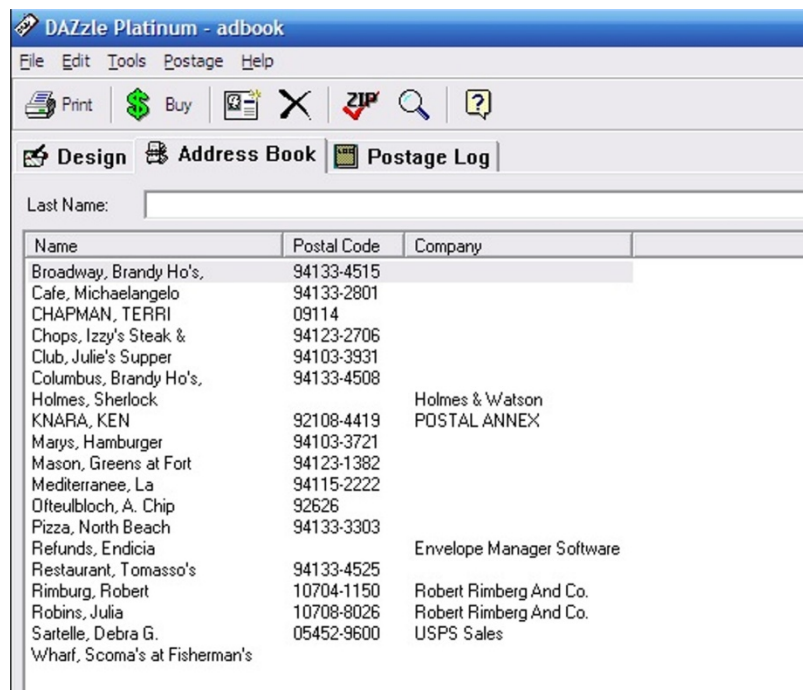
Field: [.] Text: ["]

Sample Address

A K Subs
397 8th St

<< First Next >

OK Cancel Help



If you are sending the same item to the people in your address list, you can batch print all of the labels at once.

Would you like a free month of Endicia?

Have a friend enter your account number in the “Promotion Code” when they sign up.

We will credit your account for a free month of service after their two-month anniversary.

Would you like to earn cash for referring people to Endicia?

Sign up for our Endicia Affiliate Program.

You can earn up to \$10 for each person who signs up via your website or newsletter.

Visit <http://www.endicia.com/Affiliate/> for details and the application.

Thank you for taking the time to view our webinar today.

Feel free to contact us at:

- Phone
 - 800-576-3279
 - ✓ Sales – Ext. 140
 - ✓ Support – Ext. 130
 - ✓ 7 AM – 5 PM Pacific Time
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