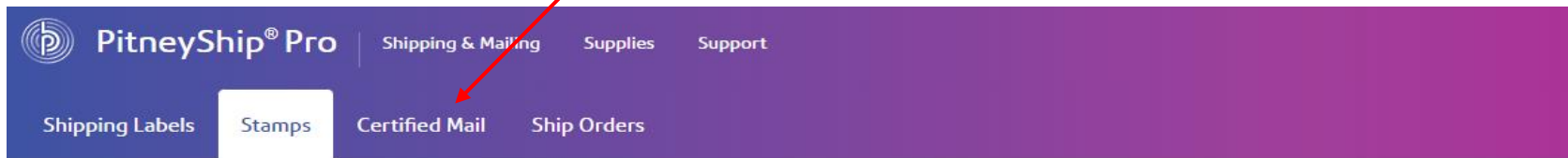


How to Print Stamps – PitneyShip Pro

How to Print Stamps

- Stamps must be printed on compatible Pitney Ship Pro postage sheets. Each stamp sheet has a unique serial number and contains 20 blank stamp stickers. Pitney Ship Pro keeps track of how many stamps you print with each serial number, so you do not have to use the entire sheet at once.

1. On the **Stamps** tab, select **Sheet** or from the **Shipping & Mailing** menu, select **Stamp Sheets**.



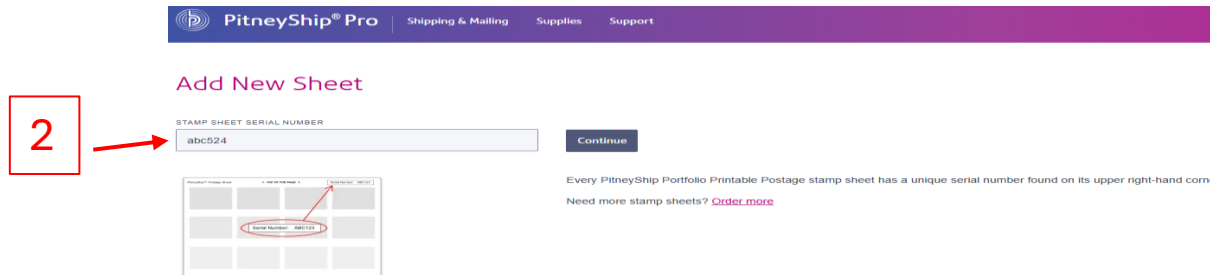
Select Print Format

Start by selecting the type of stamp you are using



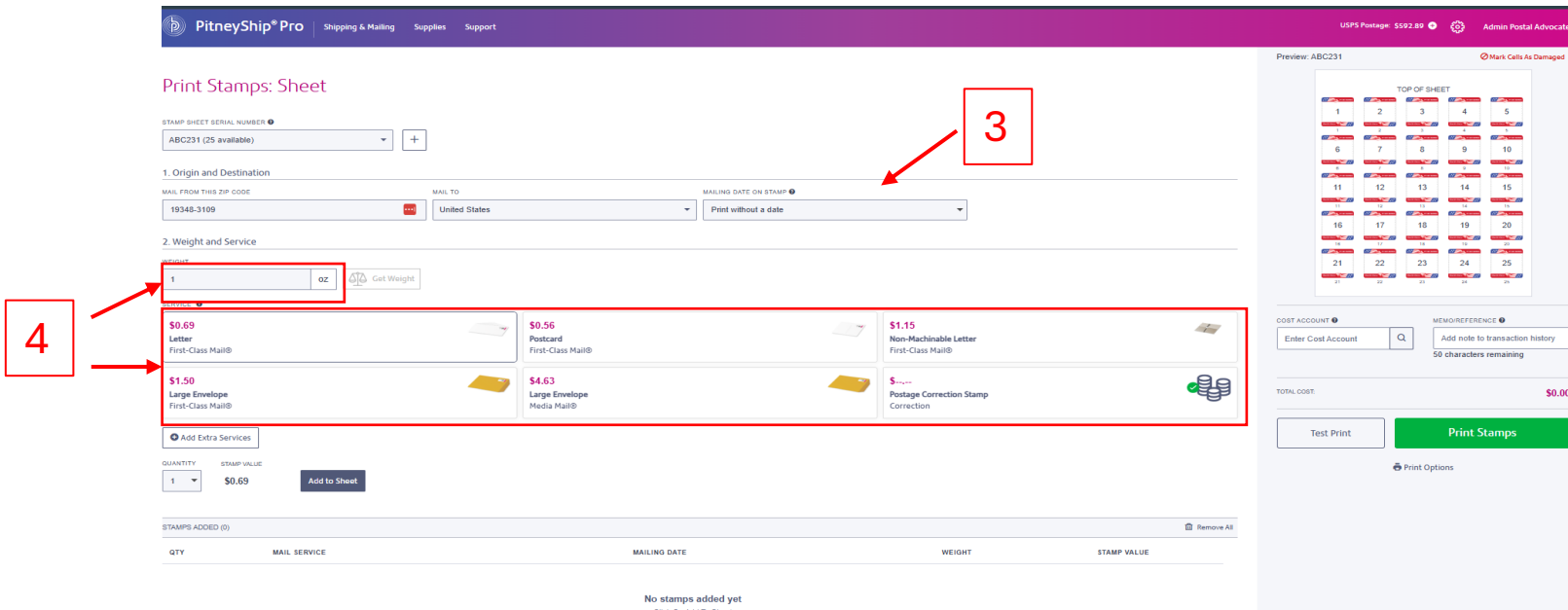
How to Print Stamps

2. From the **Stamp Sheet Serial Number** menu, select the serial number of the stamp sheet you will print on, or select the + (Add new stamp sheet) button to add a new sheet.



3. We suggest you print without a date to avoid stamps going stale dated. If you print without a date the stamps will not go stale dated.

4. Input weight, Select the stamp type, First-Class Mail® Letter or Postcard.



How to Print Stamps

5. To print more than one stamp with the same services, enter the number of stamps you wish to print from the **Quantity** menu.

6. Perform any of the optional tasks below to set up the stamps as needed.

7. Select **Add to Sheet**.

The screenshot displays the PitneyShip Pro interface for printing stamps. The main content area is titled "Print Stamps: Sheet". It features several sections for configuration:

- STAMP SHEET SERIAL NUMBER:** A dropdown menu showing "ABC231 (25 available)" and a "+" button.
- 1. Origin and Destination:** Fields for "MAIL FROM THIS ZIP CODE" (19348-3109), "MAIL TO" (United States), and "MAILING DATE ON STAMP" (Print without a date).
- 2. Weight and Service:** A "WEIGHT" field set to "1 oz" with a "Get Weight" button.
- SERVICE:** A grid of service options with prices and icons:
 - \$0.69 Letter First-Class Mail®
 - \$0.56 Postcard First-Class Mail®
 - \$1.15 Non-Machinable Letter First-Class Mail®
 - \$1.50 Large Envelope First-Class Mail®
 - \$4.63 Large Envelope Media Mail®
 - \$ Postage Correction Stamp Correction
- Buttons:** "Add Extra Services" (6), "Add to Sheet" (7), "Test Print", and "Print Stamps".
- Quantity:** A dropdown menu (5) set to "1" with a "Stamp Value" of "\$0.69".
- Preview:** A 5x5 grid of stamp sheets labeled "TOP OF SHEET" with a "Mark Cells As Damaged" option.
- Cost Account:** A field for "Enter Cost Account" and a "MEMO/REFERENCE" field for "Add note to transaction history" (50 characters remaining).
- TOTAL COST:** Displayed as "\$0.00".
- Print Options:** A "Print Options" button.
- STAMPS ADDED (0):** A table with columns for QTY, MAIL SERVICE, MAILING DATE, WEIGHT, and STAMP VALUE. Below the table, it says "No stamps added yet" and "Click On Add To Sheet".

How to Print Stamps

8. Select Print Stamps.

Always use browser printer, a PDF of the stamp sheet opens in a new browser window. Use your browser's print function to print this file.

PitneyShip® Pro Shipping & Mailing Supplies Support USPS Postage: \$592.89 Admin Postal Advocate

Print Stamps: Sheet

STAMP SHEET SERIAL NUMBER
ABC231 (25 available) +

1. Origin and Destination
MAIL FROM THIS ZIP CODE: 19348-3109
MAIL TO: United States
MAILING DATE ON STAMP: Print without a date

2. Weight and Service
WEIGHT: 1 oz Get Weight

SERVICE

- \$0.69 Letter First-Class Mail®
- \$0.56 Postcard First-Class Mail®
- \$1.15 Non-Machinable Letter First-Class Mail®
- \$1.50 Large Envelope First-Class Mail®
- \$4.63 Large Envelope Media Mail®
- Postage Correction Stamp Correction

Quantity: 1 Stamp Value: \$0.69 Add to Sheet

QTY	MAIL SERVICE	MAILING DATE	WEIGHT	STAMP VALUE
No stamps added yet Click On Add To Sheet				

Print Options

SELECT PRINTER

Print to PDF

Refresh Printer List

Not finding your printer? Make sure your DeviceHub is online or restart your DeviceHub.

[Learn More](#)

While using your browser to Print to PDF, make sure to [allow pop-ups](#) in your browser settings.

SELECT PRINT SIZE

Plain Paper - 8.5" x 11"

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How to Re-Print Stamps

You can reprint stamps up to 24 hours from the initial printing.

If there is an issue when printing a stamp sheet, you can reprint it one time, immediately after the first attempted printing. **Stamps printed on stamp rolls and envelopes cannot be reprinted.**

The features and options you see may vary depending upon your role. If you have any questions regarding your permissions, please contact your administrator.

1. In the confirmation of the stamp sheet that you just printed, select **Reprint Sheet**.

