

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

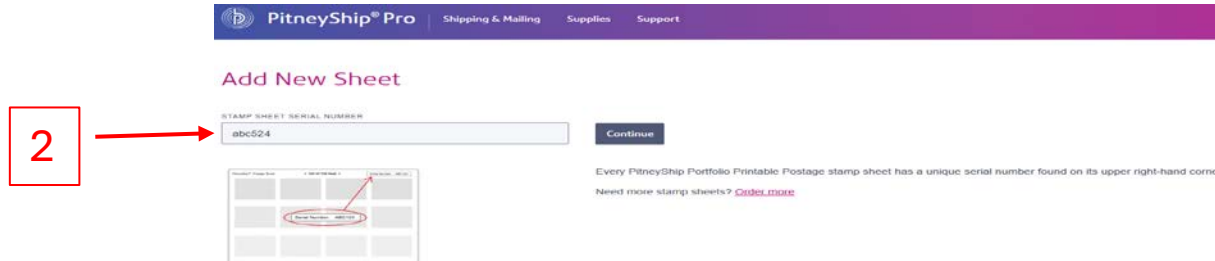


Sheet



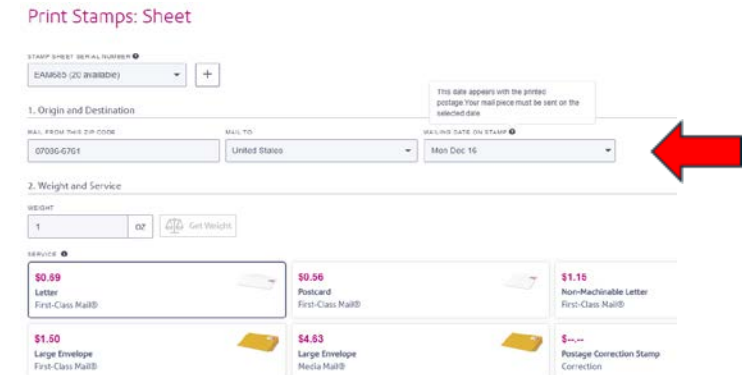
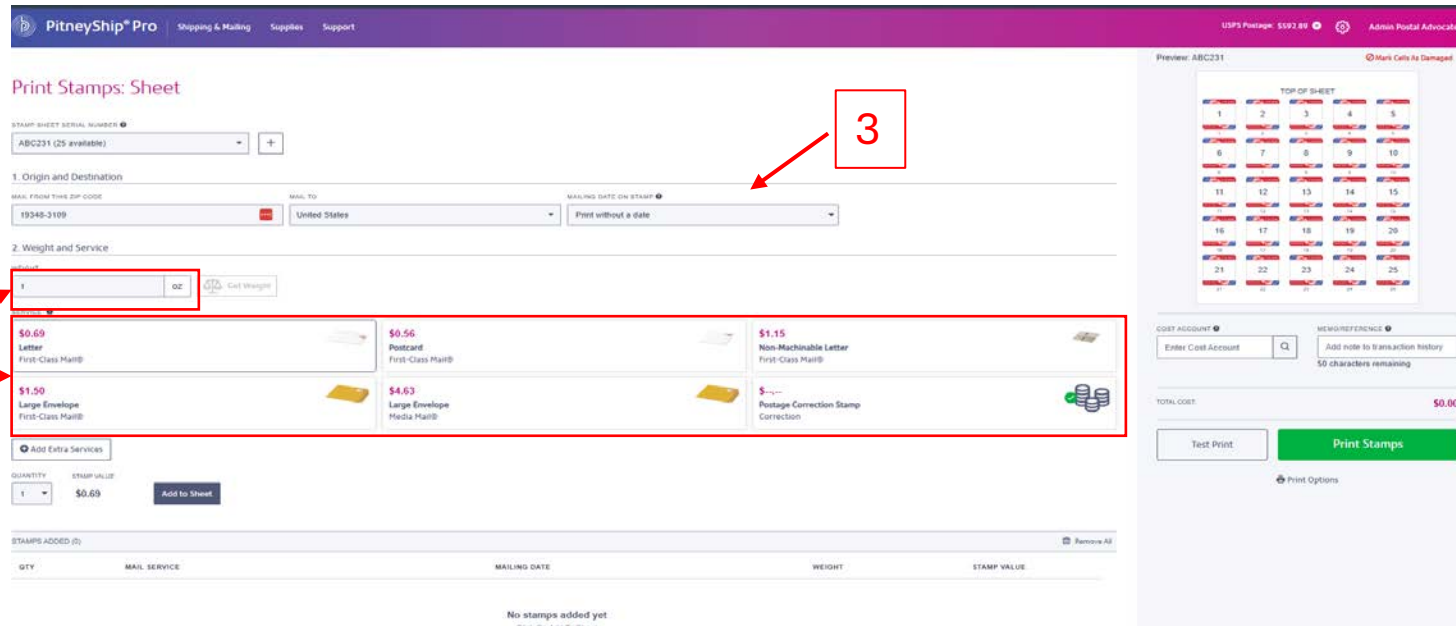
How to Print Stamps

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. ****This applies only to mail NOT requiring undated postmarks.** For any mailings requiring a dated postmark (i.e. tax mailings), please ensure that a date is selected when printing the stamps for that mailing.

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



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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**.

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

← 6 Add Extra Services

QUANTITY: 1 STAMP VALUE: \$0.69 **Add to Sheet** ← 7

STAMPS ADDED (0) [Remove All](#)

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

Preview: ABC231 [Mark Cells As Damaged](#)

TOP OF SHEET

1	2	3	4	5
6	7	8	9	10
11	12	13	14	15
16	17	18	19	20
21	22	23	24	25

COST ACCOUNT: Enter Cost Account MEMO/REFERENCE: Add note to transaction history (50 characters remaining)

TOTAL COST: \$0.00

[Test Print](#) [Print Stamps](#)

[Print Options](#)

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: 19448-3199
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

[Add Extra Services](#)

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"

8

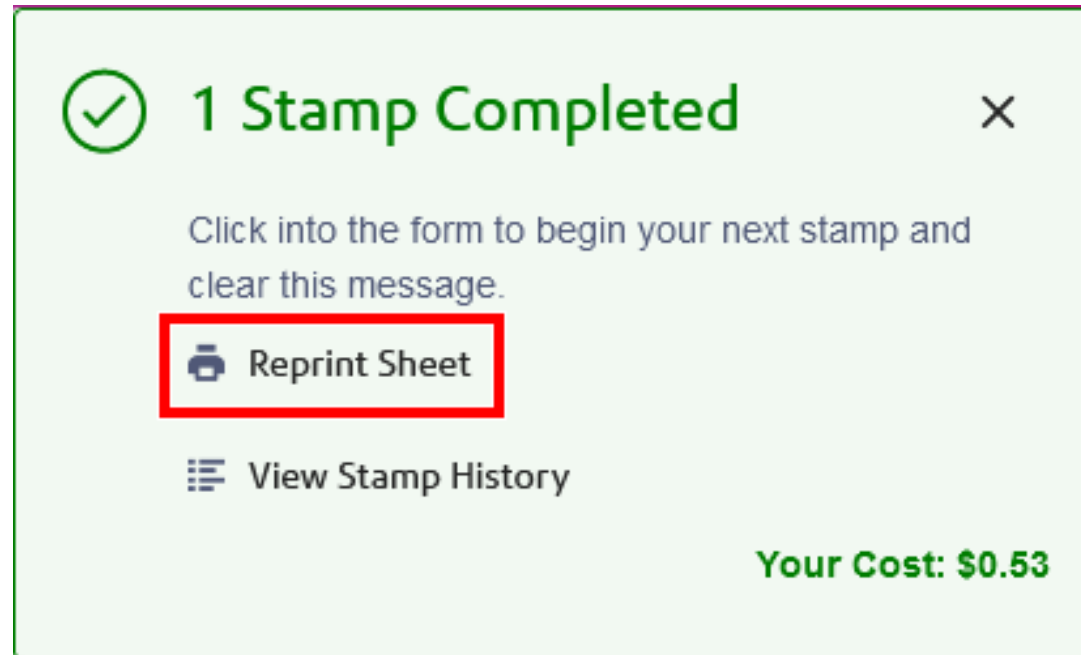
How to Re-Print Stamps

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**.



ShipPro Printing Dated Postage Reminder:

Print Stamps: Sheet

STAMP SHEET SERIAL NUMBER ⓘ

EAM685 (20 available) ▾



1. Origin and Destination

MAIL FROM THIS ZIP CODE

07086-6761

MAIL TO

United States ▾

MAILING DATE ON STAMP ⓘ

Mon Dec 16 ▾

This date appears with the printed postage. Your mail piece must be sent on the selected 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

For any mailings requiring a dated postmark (i.e. tax mailings), please ensure that a date is selected when printing the stamps for that mailing.