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**.
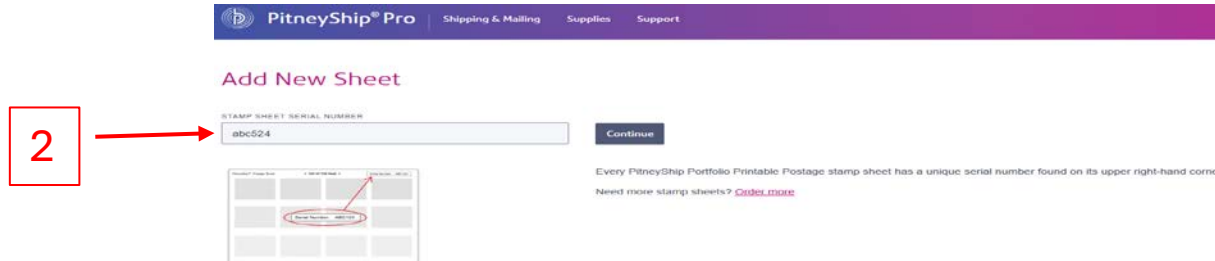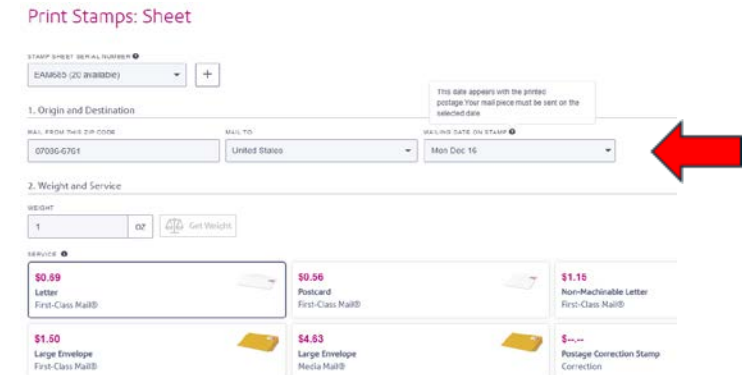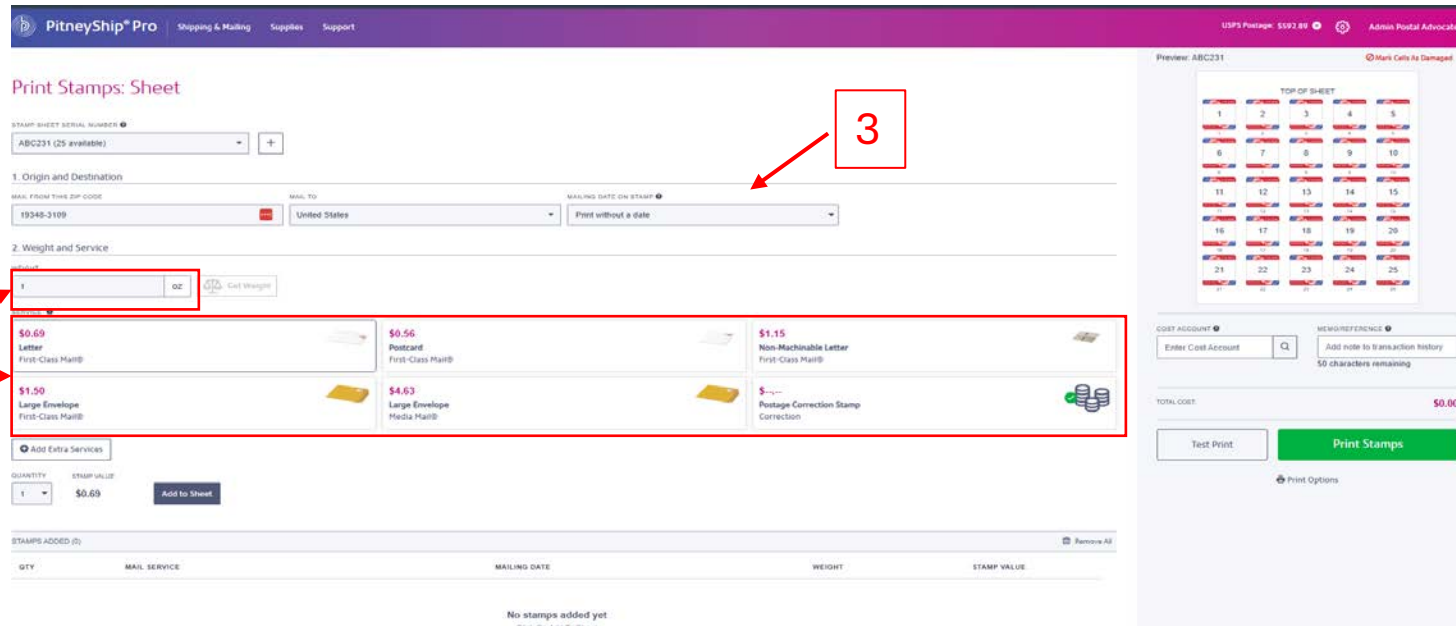

Sheet

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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**.

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8. Select **Print Stamps**.

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

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.

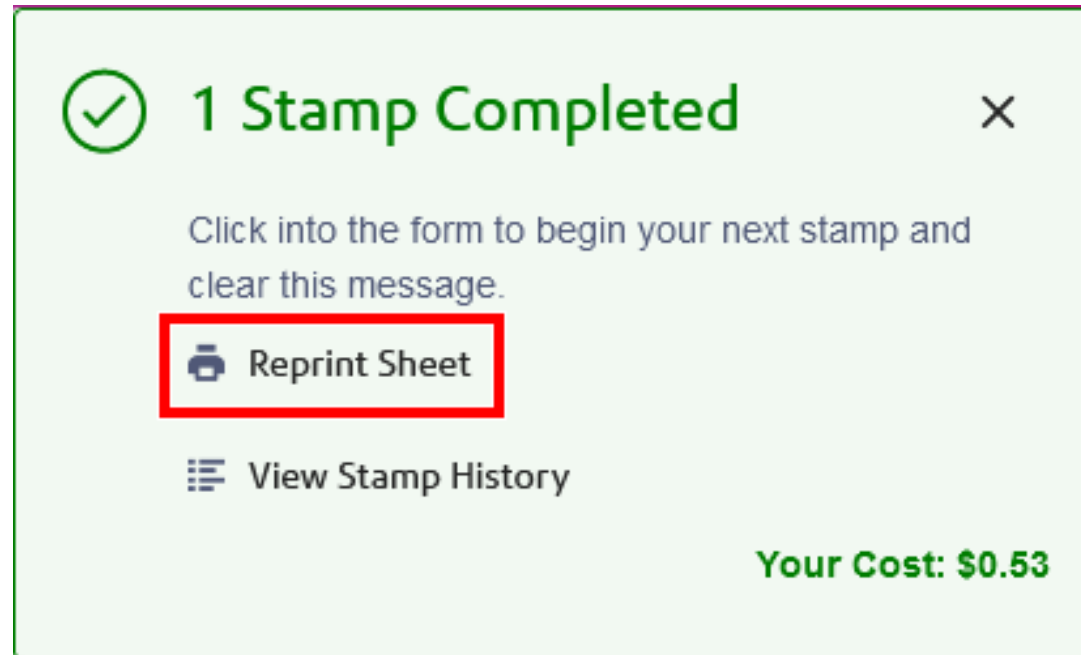SELECT PRINT SIZE

Plain Paper - 8.5" x 11"

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:

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.