

How to Print Stamps – PitneyShip Pro



Postal Advocate

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.



Start by selecting the type of stamp you are using



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.

	PitneyShip® Pro Shipping & Mailing Sc	pplies Support
2	Add New Sheet	Continue Every PitneyShip Portfolio Printable Postage stamp sheet has a unique serial number found on its upper right-hand corner. Need more stamp sheets? Coder more

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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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.

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Click On Add To Sheet

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 🛛				
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1. Origin and Destination			This date appears with the printed postage.Your mail piece must be se selected date.	ent on the
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I OZ	Get Weight			
\$0.69 Letter First-Class Mail®	Ţ	\$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

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