

# How to Order Supplies in PitneyShip Pro

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**Mail Equipment  
and Postage**



**Home and Small  
Office Mail**



**USPS®  
Permit Accounts**



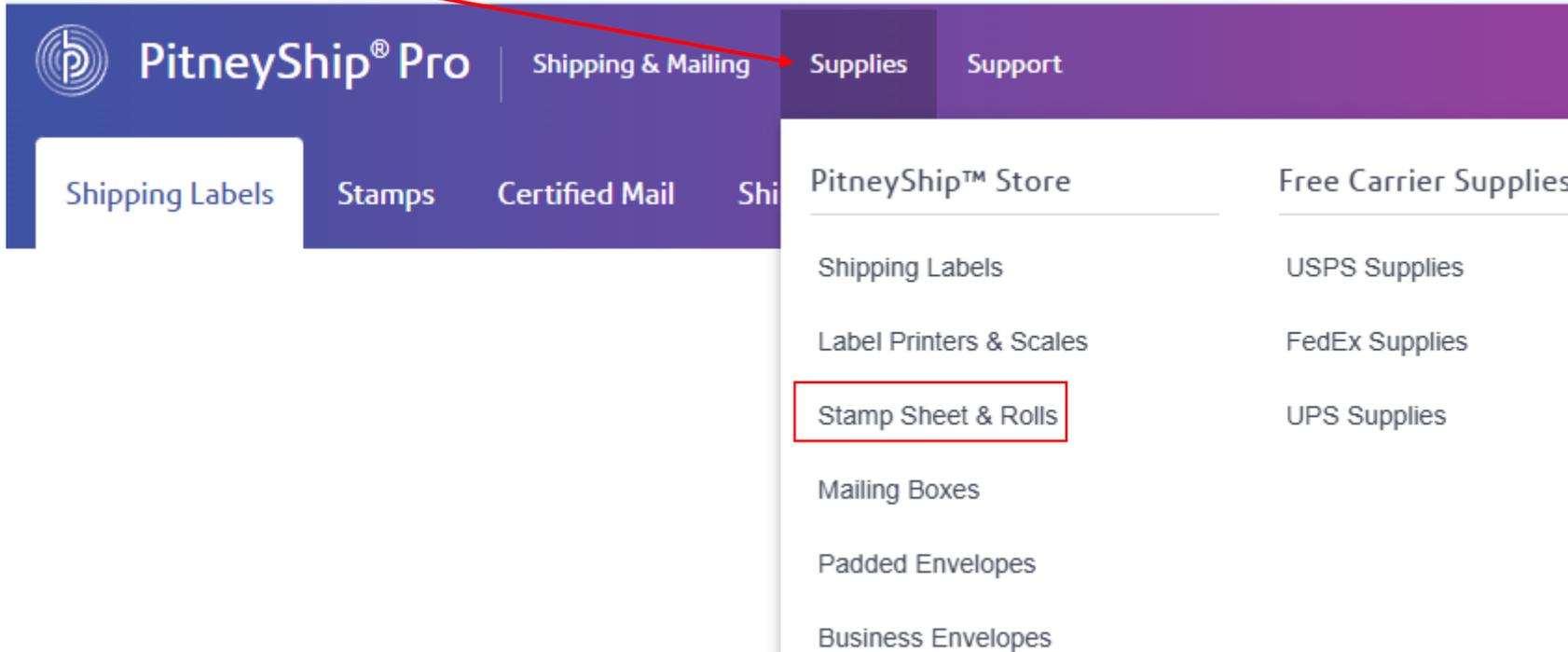
**Outsourced  
Mail Services**



**Expedited Document  
and Parcel Shipping**

# How to Order Supplies in PitneyShip Pro

- Login to PitneyShip Pro
- Click on the Supplies tab and go to “stamp Sheet & Rolls



The screenshot shows the PitneyShip Pro interface. The top navigation bar includes the PitneyShip Pro logo, a 'Shipping & Mailing' tab, and a 'Supplies' tab. A red arrow points from the 'Supplies' tab in the list above to the 'Supplies' tab in the interface. Below the 'Supplies' tab, a dropdown menu is open, listing various supply categories. The 'Stamp Sheet & Rolls' option is highlighted with a red box. Other options include Shipping Labels, Label Printers & Scales, Mailing Boxes, Padded Envelopes, Business Envelopes, Free Carrier Supplies, USPS Supplies, FedEx Supplies, and UPS Supplies.

PitneyShip™ Store	Free Carrier Supplies
Shipping Labels	USPS Supplies
Label Printers & Scales	FedEx Supplies
<b>Stamp Sheet &amp; Rolls</b>	UPS Supplies
Mailing Boxes	
Padded Envelopes	
Business Envelopes	

## How to Order Supplies in PitneyShip Pro

- Find Supply Part Item #SL-SPM11 - Cost \$4.99 for 120 Stamps (6 sheets). Choose the quantity you wish to order and hit “Add to Cart”.



Item #SL-SPM11

Postage Sheets for Stamp  
Printing (6 sheets; 120 labels)

~~\$4.99~~ \$4.49

QTY  [Add to Cart](#)

- Continue to checkout. Confirm the shipping address is correct. Choose shipping method and click “Enter Billing”

[ENTER BILLING](#)

# How to Order Supplies in PitneyShip Pro

Choose Billing Address as address listed below.

Choose Purchase Power for Payment Method and click review order.

Confirm all information is correct and click “Place Your Order”

## Choose Billing Address\*

Guild Mortgage Company, 5887 Copley Dr, San Diego, CA, 92111-7906

GUILD MORTGAGE COMPANY, 5887 Copley Dr, San Diego, CA, 92111-7906

## Choose Payment Method\*

**Act Now:** Make the switch to ACH or credit card today, as Purchase Power may be unavailable for supplies purchases.

[Add Credit Card](#)

[Add Bank Account](#) New

PB Invoice [Edit](#)

Purchase Power [View](#)

[BACK TO SHIPPING](#)

[REVIEW ORDER](#)

## Review Your Order

### Account Summary

[Shipping Address](#) [Edit](#)  
 GUILD MORTGAGE COMPANY  
 Postal Advocate User  
 5887 Copley Dr  
 San Diego, CA 92111-7906  
 United States

[Payment Method](#) [Edit](#)  
 Purchase Power

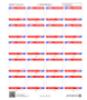
[Billing Address](#)  
 Guild Mortgage Company  
 Postal Advocate User  
 5887 Copley Dr  
 San Diego, CA 92111-7906  
 United States

### Order Summary

Subtotal	\$8.98
Shipping: Ground 3-7 business days (est.) <sup>*</sup> <a href="#">Edit</a>	\$0.00
Estimated Tax <sup>**</sup>	\$0.70
<b>Order Total</b>	<b>\$9.68</b>

[Promo Code](#) [Purchase Order #](#)

Free shipping on stamp sheets  
<sup>\*</sup> After 4pm EST, it will ship the next business day (M-F). Exceptions apply for third-party products.  
<sup>\*\*</sup> Your exact tax will appear on your invoice.

Item	Quantity	Price per Item	Total
 Postage Sheets for Stamp Printing (6 sheets; 120 labels) Item # SL-SPM11	2	\$4.99 \$4.49	\$9.98 \$8.98

[View Cart](#) [PLACE YOUR ORDER](#)