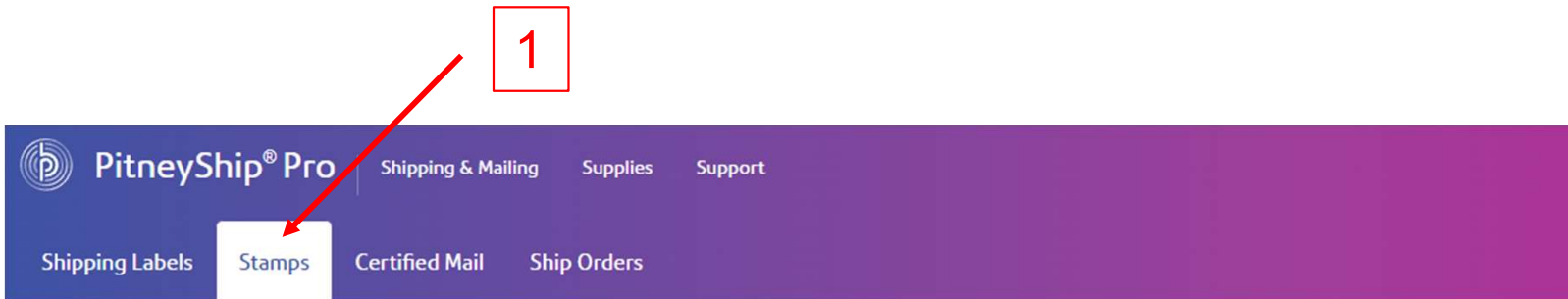


How to Print Stamps

- 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.

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



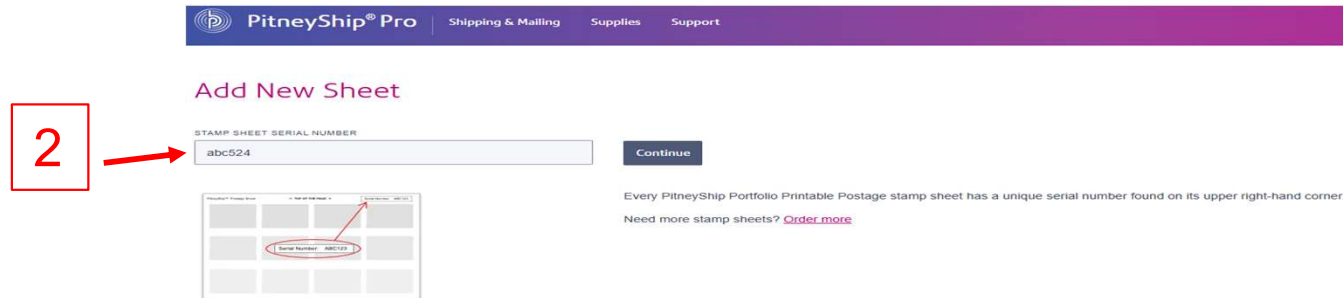
Select Print Format

Start by selecting the type of stamp you are using



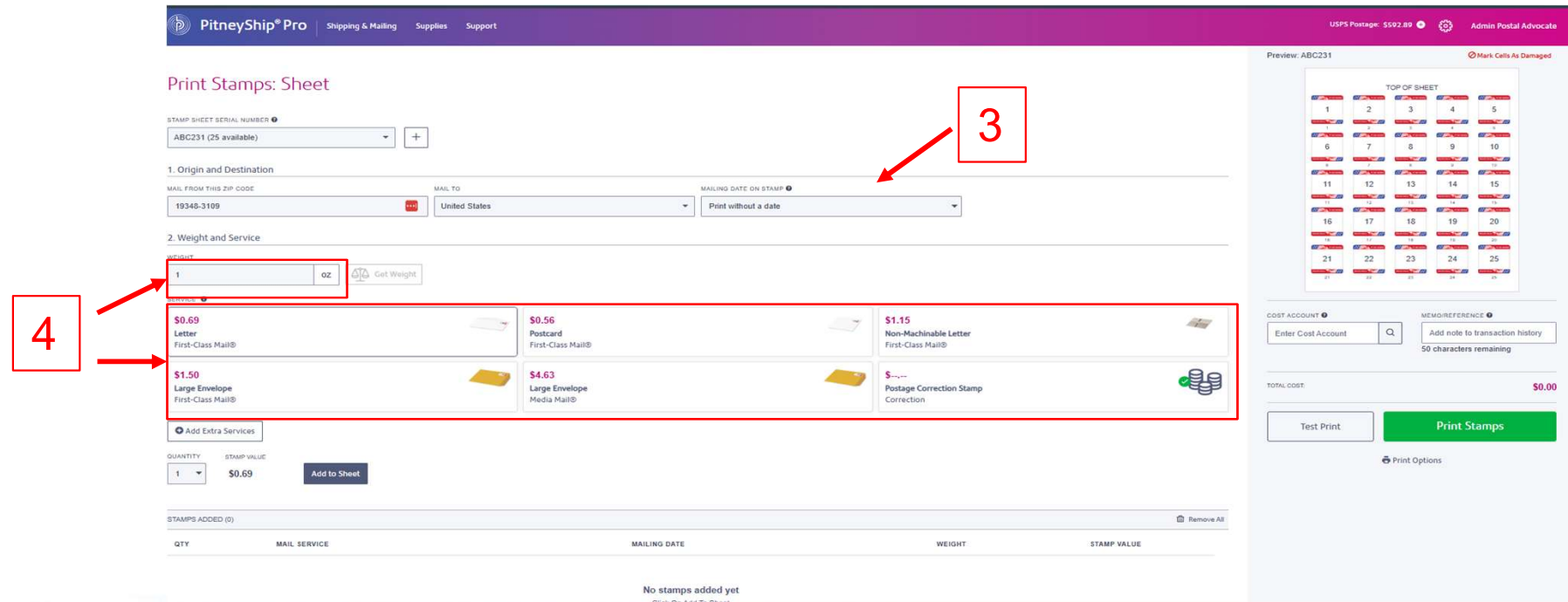
How to Print Stamps

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

- To print more than one stamp with the same services, enter the number of stamps you wish to print from the **Quantity** menu.
- Perform any of the optional tasks below to set up the stamps as needed.
- 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 Large Envelope First-Class Mail®
- \$4.63 Large Envelope Media Mail®
- \$1.15 Non-Machinable Letter First-Class Mail®
- \$-... Postage Correction Stamp Correction

➕ Add Extra Services

QUANTITY: 1 | STAMP VALUE: \$0.69 | Add to Sheet

STAMPS ADDED (0) | Remove All

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

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 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"

The screenshot shows the PitneyShip Pro interface. At the top, there's a navigation bar with 'Shipping & Mailing', 'Supplies', and 'Support'. The main content area is titled 'Print Stamps: Sheet'. It includes a 'STAMP SHEET SERIAL NUMBER' dropdown set to 'ABC231 (25 available)'. Below this are sections for '1. Origin and Destination' (with fields for ZIP code, country, and mailing date) and '2. Weight and Service' (with weight and service selection options). A table of services is shown, including Letter (\$0.69), Postcard (\$0.56), Non-Machinable Letter (\$1.15), Large Envelope (\$1.50), and Media Mail (\$4.63). A 'Print Stamps' button is highlighted in green. To the right, a preview of the stamp sheet shows a 5x5 grid of stamps. Below the preview, there are fields for 'COST ACCOUNT' and 'MEMO/REFERENCE', and a 'TOTAL COST' of \$0.00. A 'Print Options' link is also visible.

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**.

