Welcome to Stamps.com!

This guide provides you with details about using your Stamps.com software. Some of the features that are described in this guide are available only with certain Stamps.com plans. See the sidebar on this page for more information.

**Premium Features**

Get more features when you upgrade your Stamps.com plan:

- **Multiple Users for One Account**
  Multiple-user functionality enables more than one person to access your postage meter at the same time.

- **Print FedEx® Shipping Labels**
  Print FedEx Express, FedEx Ground, and FedEx Home Delivery shipping labels from your Stamps.com application.

- **Print Certified Mail Forms**
  This premium feature guarantees you will never have to fill out those little green forms by hand again. Print postage, delivery address, return address, a return receipt, and a mailing receipt on Certified Mail adhesive labels or a self-sealing mailer, all in one step.

- **More Cost Codes**
  Up to 50 cost codes to help you account for your postage spending.

- **ODBC Toolbar**
  Speed up your order processing! Stamps.com can retrieve package information directly from your order database and calculate the postage. You can even set it up to print the shipping label automatically as soon as the information is retrieved from the database.

**TO UPGRADE:**

Log in to the Stamps.com application. Click **Settings**, then click **Change Plan**.

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We’re here to help

Your satisfaction is our priority at Stamps.com. If you have questions, need help or want to offer comments on our service, we’re available.

**Phone Support**

Call toll-free:
1-888-434-0055
Monday – Friday, 6AM to 6PM Pacific Time

**Online Support**

From the Home tab, check out the Customer Care Center for training videos and other helpful tools.

**Web Site**

www.stamps.com/support

**Email**

support@stamps.com

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Postage Wizard the easiest way to print postage

Simplify your postage printing with the Postage Wizard. The Postage Wizard guides you through the process of printing exactly the right postage for the item that you are sending. Just answer a few simple questions and you’re on your way.

Select the Postage Wizard

In the Stamps.com application, click Postage Wizard.

Describe your mailpiece

Using the illustrations, select the mailpiece type for the item that you are sending, then specify the weight of the item. If applicable, specify the type of content in your package.

Choose what you will print on

Choose from NetStamps labels, adhesive mailing or shipping labels, or plain paper. Following are some of the most popular postage printing options. For a list of all label types, and to order, go to store.stamps.com.

Enter the delivery and return addresses

Use the provided fields to specify the delivery address, or click Open Address Book to select an address from your address book. If you do not want to use your default return address, click Set Return Address to specify an alternate return address.

Choose the USPS service and options

Your previous selections determine what USPS mail classes and special services are available to you for this item. Choose the combination of cost and speed that is appropriate for this mailing. See page 13 for more information.

Print your postage

If you are printing on NetStamps labels or adhesive mailing or shipping labels, it’s a good idea to print a sample first, so you can be sure you will load the labels correctly. To print a sample, place a plain sheet of paper into your printer’s manual feed tray. Don’t forget to mark the top of the sheet so you can verify how you will need to load your label sheets. When you are ready, click Print Now, then Print Sample. When you are satisfied with your sample, feed your label sheet into your printer and click Print Postage.
**Stamps** print your own stamps

Stamps.com’s most popular product enables you to pick the exact postage value for your exact postage need! NetStamps have no date or address restrictions, and can be used on any class of domestic or international mail. Print on demand or print and use later. It’s that simple! Available in a wide variety of sheets and rolls.

### Stamp Printing Tips

1. **Select the Stamps tool**
   In the Stamps.com application, click Stamps.

2. **Specify the sheet serial number**
   You can find the serial number in the top right corner of your sheet. For rolls, the serial number is located in the lower left corner of the each individual NetStamps label.

3. **Specify the postage value**
   To enter the postage value for each stamp, you have two options:
   - Select the "I want to specify the value for each stamp" option. You specify the value by selecting the appropriate Mail Class and entering a dollar value. To calculate international rates, click the Int’l button.
   - Select the "I want the value for each stamp to be calculated" option. You select the Mailpiece, Weight, Mail Class, and any additional options, and the software calculates the postage.

### Print Multiple Values at Once

You can create groups of differently-valued NetStamps labels all on the same sheet (i.e. 5 @ $0.42, 5 @ $4.80, and 3 @ $16.85) by clicking the Add Group button.

### Use Your Corporate Logo on Your NetStamps Labels

Now you can personalize your postage by using your corporate logo or other image on your NetStamps labels. For more information and to purchase, look for Photo NetStamps at www.store.stamps.com.

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1. Select the Stamps tool
2. Specify the sheet serial number
3. Select quantity to print
4. Specify the postage value
5. View a preview and print a sample
6. Print your postage

---

**NetStamps Labels Themed**

**NetStamps Labels**

**Photo NetStamps Labels**

**NetStamps Rolls**
Envelopes print postage on envelopes

Stamps.com’s original flagship application that revolutionized mass mailing from the desktop makes envelope printing easy and gives your mail a professional look. Print on envelopes, Certified Mail forms, laser/inkjet labels, thermal rolls, postcards, flyers, self-seal mailers, and more. You can also customize your fonts and graphics to make your mail stand out from the crowd.

1. Select the Envelopes tool
2. Enter address information
3. Specify mailpiece details
4. Select item to print on
5. Select printing options
6. Print a sample and your postage

Using Stamps.com

Select Addresses Directly from Outlook
Make addressing your mail easier by connecting to your existing Outlook address book. We will even update your Outlook address book with changes you make in the Stamps.com software.

Send Mass Mailings
Use Stamps.com to print postage for multiple recipients at once with a single click by selecting recipients from your Address Book. See page 10 for details.

Use Custom Envelope Sizes
Use the envelope wizard to print postage on any envelope size. The wizard creates a template and configures your printer to the envelope’s exact dimensions.

Add Graphics
Make your mail stand out by including a business logo or graphic. Choose an image from our library or use one of your own.

Customize Fonts
Give your envelope a more professional look by changing the font type and/or size for both your delivery and return addresses.

Certified Mail Forms
By upgrading your Stamps.com plan, you can print Certified Mail forms with postage in one step. With this service you’ll never have to fill out those little green forms by hand again. There are two designs to choose from.

Mailing Tips

1. Select the Envelopes tool
   In the Stamps.com software, click Envelopes.
2. Enter address information
   Verify the return address. Type the delivery address or select one from the Address Book.
3. Specify mailpiece details
   Select the appropriate mailpiece type, weight, mail class, additional options, and mailing date. (Mail must be sent on the specified date.)
4. Select item to print on
   Use the Printing On drop-down list to select your envelope or one of our many popular mailing label types. Following are some of the most popular postage label options. For a list of all label types, and to order, go to store.stamps.com.
5. Select printing options
   Use these options to determine what gets printed. This feature is useful if you have envelopes that already have your return address or the delivery address on them, or if you want to add postage later.
6. Print a sample and your postage
   Click Print Preview to see exactly how your postage will look. To print a sample, place an envelope or plain sheet of paper in your printer’s manual feed tray. If you plan to print on adhesive labels, mark the top of the sheet so you can verify how to load your label sheets. From the preview window, click Print Sample.
   When you are ready to print, load an envelope or a label sheet into your printer and click Print Postage.
Packages print postage for all your shipping needs

Stamps.com pioneered the original 4”x6” label for shippers concerned with cost savings, productivity, and reliable service. The Packages tool now includes such features as Hidden Postage, discounted shipping insurance, flexible label sizes, email notifications, and more! Print on a variety of adhesive laser/inkjet labels, plain paper, or thermal rolls.

1. Select the Packages Tool
2. Enter address information
3. Specify mailpiece details
4. Select what you are printing on
5. Specify printing options
6. Print a sample and your postage

Using Stamps.com

Shipping Tips

Save on Tracking Services
Track your packages with one click using the Stamps.com software and save up to $0.65 per package. Both Delivery and Signature Confirmation services provide you with package status information. Signature Confirmation provides extra security by requiring the mail carrier to obtain a signature upon delivery.

Save Big with Stamps.com Insurance
You don’t need to go the Post Office to add insurance to your package. Just enter the amount you want to insure and select Stamps.com Insurance from the drop-down list. You’ll save over 10% versus the USPS, there are no forms to complete, and no Post Office drop-off is required.

Save Up to 21% with FedEx
Upgrade your Stamps.com plan and print FedEx labels from your Stamps.com account (see page 8 for details). Stamps.com customers enjoy discounts of up to 15% on FedEx Ground services and up to 21% on FedEx Express services.

Speed Up Order Processing With the ODBC Toolbar
By upgrading your Stamps.com account, you can access the powerful ODBC Toolbar, which enables you to retrieve package information directly from your order database, calculate postage, and print a shipping label all in one step.

Save on Tracking Services
Track your packages with one click using the Stamps.com software and save up to $0.65 per package. Both Delivery and Signature Confirmation services provide you with package status information. Signature Confirmation provides extra security by requiring the mail carrier to obtain a signature upon delivery.

Save Big with Stamps.com Insurance
You don’t need to go the Post Office to add insurance to your package. Just enter the amount you want to insure and select Stamps.com Insurance from the drop-down list. You’ll save over 10% versus the USPS, there are no forms to complete, and no Post Office drop-off is required.

Save Up to 21% with FedEx
Upgrade your Stamps.com plan and print FedEx labels from your Stamps.com account (see page 8 for details). Stamps.com customers enjoy discounts of up to 15% on FedEx Ground services and up to 21% on FedEx Express services.

Speed Up Order Processing With the ODBC Toolbar
By upgrading your Stamps.com account, you can access the powerful ODBC Toolbar, which enables you to retrieve package information directly from your order database, calculate postage, and print a shipping label all in one step.

Select the Packages tool
In the Stamps.com software, click Packages.

Enter address information
Verify the return address. Type the delivery address or select one from the Address Book. If you want to send your recipient an email notification that the package has been shipped, select Email Recipient and type the email address in the text field.

Specify mailpiece details
Select the appropriate mailpiece type, weight, mail class, and mailing date. (Mail must be sent on the specified date.)

Select item to print on
Use the Printing On drop-down list to select plain paper or the label sheet type that you are printing on.

Select printing options
- If you want to add a personal message to your shipping label, type it in the Print Message box.
- If you want to print the label without printing the postage value, select Hide Postage. This option can help you control cost margins and reduce customer complaints.
- To print a shipping receipt for your records, select Print Receipt.

Print a sample and your postage
Click Print Preview to see exactly how your postage will look. To print a sample, place a plain sheet of paper in your printer’s manual feed tray. If you plan to print on adhesive labels, mark the top of the sheet so you can verify how to load your label sheets. From the preview window, click Print Sample.

When you are ready to print, feed an envelope or label sheet into your printer and click Print Postage.
International print postage for international shipments

Stamps.com takes the guesswork out of international shipping. Just provide the delivery address and package information, and the Stamps.com software will calculate the proper amount of postage. Answer some simple questions and the software will even determine which customs forms are required and print them for you, already filled out. It’s that simple!

1. Select the International tool
   In the Stamps.com software, click International.

2. Enter address information
   Verify the return address. Type the delivery address or select one from the Address Book. If you want to send your recipient an email notification that the package has been shipped, select Email Recipient and type the email address in the text field. A recipient phone number is required.

3. Specify mailpiece details
   Specify the weight, mailing date, and declared value. (Mail must be sent on the specified date.) Click Show International Rates, then select the appropriate mail class.

4. Review shipping restrictions
   Read the restrictions on shipping into the destination country. You are responsible for determining if the destination country imposes import duties on your goods.

5. Enter customs information
   Click Complete Customs Form to open the Customs Information dialog box. Next, specify the quantity, weight, country of origin, and value of each item that you are shipping.

6. Print your postage and customs forms
   Depending on your selections, you will need up to three sheets of paper. Page 1 contains a customs declaration with postage barcode and a customs declaration (without postage barcode) for U.S. customs. Page 2 contains a Dispatch Note for the receiving country’s customs and a sender’s copy for your records. Page 3 contains detailed instructions.

Forms should be folded or cut and arranged in numerical order with the “1—Customs Declaration” copy on top, and placed in a Customs Declaration Envelope (USPS form 2976-E) attached to the package. The Customs Declaration Envelope is available at any Post Office.
FedEx print FedEx shipping labels

Upgrade your Stamps.com plan to access and integrated FedEx shipping tool. Stamps.com customers enjoy savings of up to 15% on FedEx ground services and up to 21% on FedEx Express services. If you don’t have a FedEx account, no worries—the Stamps.com FedEx Account Wizard will help you set one up for free. FedEx shipping charges are charged to your FedEx account.

1. Select the FedEx Tool
2. Enter address information
3. Specify package details
4. Select what you are printing on
5. Select billing options
6. Print a sample and print your FedEx shipping label

Using Stamps.com

It’s Easy to Upgrade Your Stamps.com Plan
You can instantly upgrade your Stamps.com plan and start printing FedEx shipping labels today! Just click Settings in the Stamps.com software, then click Change Plan. Choose a plan that includes the FedEx tool. You will get an email confirming your choice. Best of all, you won’t be charged at the new rate until you next monthly billing cycle.

When Shipping FedEx Ground, Print a Ground Manifest
If you are shipping packages with FedEx Ground service, FedEx requires you to provide a “Ground Manifest,” or list of packages, to the driver or customer counter. With Stamps.com, printing a ground manifest is easy. Just click Printed, then select all your FedEx Ground packages for the day. Click Print FedEx Ground Manifest to print your ground manifest.

FedEx Tips

1. Select the FedEx tool
   In the Stamps.com software, click FedEx.
2. Enter address information
   Verify the return address. Type the delivery address or select one from the Address Book. If you want to send your recipient an email notification that the package has been shipped, select Email Recipient and type the email address in the text field.
3. Specify package details
   Select the appropriate FedEx service and options, ship date, packaging, weight, dimensions, and declared value.
   Click Get Courtesy Rate to see an estimate of the FedEx charges for this package. The actual charges will appear on your FedEx bill.
4. Select item to print on
   FedEx labels can be printed on plain paper or 4"x6" adhesive labels. Use the Printing On drop-down list to select your printing medium.
5. Select billing options
   You can choose to bill your own FedEx account, the recipient’s FedEx account, or a third-party FedEx account.
6. Print a sample and print your FedEx shipping label
   Place a blank sheet of paper into your printer. If you are printing on labels, mark the top of the sheet so you can verify how you will need to load your label sheets. Click Print Sample.
   When you are ready to print, feed plain paper or a label sheet into your printer and click Print Postage.
My Activity track packages, request postage refunds, and more

The Stamps.com application includes a variety of tools for managing your mailing and shipping. The Printed tool gives you a searchable, sortable list of all of your postage printing activity. You can view details (including tracking and delivery information) of each item, schedule a free carrier pickup, print or export usage reports, and more.

Activity Tips

1. Search and sort print history
   The Printed tool includes powerful searching and sorting tools that enable you to filter and search the list using a variety of criteria. You can also sort in ascending or descending order by up to three fields.

2. Request postage refunds
   If you have problems with printing (printer errors, misfed label sheets, and so on), or print mailing or shipping labels that will not be used, you can use this tool to request a refund on your postage expense. Depending on the circumstances, you will either mail in your refund request or submit it electronically, as indicated in the Refund Type column.

3. Schedule a free carrier pickup
   If you have packages to ship but no time to carry them to the Post Office, use Carrier Pickup to notify your regular mail carrier online. The service is free, and you don’t even need to be present when the carrier arrives—just leave your packages in a designated location, and the carrier will do the rest.

4. Print or export activity reports
   You can send your print history to the printer or export it as a comma-separated values (CSV) file for use in your favorite spreadsheet application.

5. Email tracking information
   Are your customers wondering where their packages are? If you shipped with a shipping label, click Email Tracking Info. The Stamps.com application will obtain the delivery information from the USPS tracking database and put it in the body of an email for you. Just supply the email address and click Send.

6. Print a SCAN form
   Use this feature when you want the USPS to scan your packages when they enter the mailstream. Without this feature, most packages are not scanned until delivery. Using this feature gives your customers the comfort of knowing their packages are on their way. You must upgrade your Stamps.com plan to use this feature.
Address Book manage your delivery addresses

The Stamps.com Address Book enables you to store address, phone, and email information for everyone you mail or ship to. You can also directly access address books in other applications, such as Microsoft Outlook. Alternatively, you can import address book data from a variety of sources. You can use the Address Book to send mass mailings in one print job.

1. Directly access third-party address books
   From the Address Book drop-down list, you can choose the default Stamps.com address book, or connect to a third-party address book (such as your Microsoft Outlook address book). If the drop-down list does not include the address book that you want to use, you need to install a plug-in (see sidebar, “Address Book Tips”).

2. Search or sort the list
   Use the powerful searching and sorting tools to find specific recipients.

3. Add contacts and groups
   You can add contact information manually by clicking New Contact. If you find that you frequently send mass mailings to a subset of your address book, use New Group to put these contacts into a group. Then you can select all of the recipients in this group with a single click. (This feature not available for third-party address books.)

4. Import or export contacts
   You can also import contact information from a third-party address book into the Stamps.com address book. Click on Import and follow the on-screen instructions. Similarly, you can click on Export to export your Stamps.com address book data to a comma-separated values (CSV) file, which can be read by most address book, database, and spreadsheet applications.

5. Select recipients for a mass mailing
   Use the check box by each person’s name to add that person to the list for a given mailing.

6. Print postage
   Click Print Postage to go directly from the Address Book interface to a mailing or shipping tool (envelopes, packages, or international). The Delivery Address box will be populated with your recipient selections.

Using Stamps.com

Connect to a third-party address book
To leverage an existing address book in another application (such as Microsoft Outlook), select Install more address book providers from the Address Book drop-down list. From the Component Installation dialog box, select one or more third-party applications whose address books you want to access. The Stamps.com application will shut down in order to install the plug-in(s).

If you make changes or additions to contact information in the Stamps.com address book interface, the changes will immediately be reflected in the third-party application.

Stamps.com can access the following third-party address books:
- Daytimer Organizer
- ACT!
- Intuit QuickBooks
- Lotus Organizer
- Outlook Express/Works/Internet Explorer
- Microsoft Outlook
- Schedule Plus
- Windows Contacts for Vista

Send Mass Mailings
For a one-time mass mailing, select your recipients individually in the Address Book, and click Print Postage to access the appropriate postage printing tool. If you expect to frequently send mass mailings to the same set of recipients, set up a group in your Address Book with these recipients. Every time you need to send a mass mailing to them, simply select the group in the Address Book and click Print Postage.
**Settings** manage account information, upgrade your plan, and more

The Settings tool enables you to manage many aspects of your Stamps.com account.

1. **Manage multiple users**
   - If more than one person in your organization uses your Stamps.com account, upgrade to a multi-user Stamps.com plan. A multi-user plan gives you three logins to your account, each with a unique user name and password, and you can set permissions and limitations on each login.

2. **Update your postal meter address**
   - USPS regulations require that your virtual postal meter account be tied to your physical address, which is used to calculate the cost of your postage. If you move, you must use the Postal Meter Address tool to update your physical address.

3. **Manage Stamp.com Store orders**
   - You have several tools for managing your Stamps.com store orders:
     - **Order Status and History** enables you to check the status of existing orders and review previously-completed orders
     - **Store Credits** enables you to redeem Stamp.com Store gift certificates and apply them to future purchases
     - **Reorder** enables you to select items you have ordered before and order them again

4. **Upgrade your Stamps.com plan**
   - It's easy to change your Stamps.com plan. Just click on Change Plan, select a new plan, click Save, and you're done. The new monthly service fee will take effect in the next billing cycle, but you get to use the new plan immediately.

5. **Manage Cost Codes**
   - If you need to assign individual mailings to certain employees, departments, clients, or budget categories, you can create a set of cost codes and assign one to each print job. You can use up to 10 cost codes (50 with the Stamps.com Premier plan), and Stamps.com will send you a monthly cost code report by email.

6. **Manage multiple locations**
   - If your business has multiple locations and you want to have one Stamps.com account to cover all of them, get Stamps.com Enterprise Solution. For more information, call (877) 395-4917 or go to stamps.com/enterprise.

**Manage Your Account Information**
Using the Settings tool, you can change your default payment methods, using separate methods for Stamps.com Store purchases and your monthly subscription fee and postage purchases. You can also change your password and choose what types of email you want to receive from Stamps.com.

**Manage Your Account Information**
- **Update your settings from a Web Browser**
  - If you need to update your Stamps.com account settings but are not at the computer where the Stamps.com application is installed, you can use any computer that has a Web browser and an Internet connection. Just go to store.stamps.com and click on the Sign In link at the top.

**Manage Shipping Addresses**
You are not required to use your physical address as the return address for your letters and packages. You can use the Shipping Addresses link to add or modify alternative return addresses.
Mailpiece types

When shipping with the USPS it’s important to make sure you use the correct mailpiece to save on postage. Use these rulers and guide boxes to measure the shape and size of your mailpiece.

**Postcard**
Rectangular cardstock mailpiece not contained in an envelope.
Maximum Size 4 ¼” x 6” (if larger, select Letter as your mailpiece).
Only $0.27 per piece.

**Letter**
Small rectangular mailpiece no thicker than ¼”.
Maximum Size: 6 ½” x 11 ½” (if larger, square, or rigid, select Large Envelope or Flat as your mail piece).
Starting at $0.42 per piece.

**Flat (Large Envelope)**
Flat rectangular mailpiece no thicker than ¼ inch.
If thicker than ¼”, select Package as your mail piece.
Starting at $0.83 per piece.

**Package**
A three-dimensional mailpiece contained in a box, thick envelope, or tube, weighing up to 70 pounds.
Length + girth cannot exceed 108 inches (130 inches for Parcel Post).
Starting at $1.17 per piece.

**Balloon Rate**
For Priority Mail packages (zones 1-4 only) and Parcel Post: Packages measuring between 84 and 108 inches combined length and girth and weighing less than 20 pounds are charged at the 20-lb rate.

**Oversize Rate**
Packages where length + girth exceeds 108 inches, but is less than 130 inches, will be charged at an oversized rate and can be sent by Parcel Post only.

**Dimensional Weight Pricing**
For Priority Mail packages larger than 1 cubic foot (1,728 cubic inches), and traveling to Zones 5 through 8: The USPS uses the following formula to determine the weight value at which the package is charged:
Rectangular packages:
Length (in) x Width (in) x Height (in) / 194
Non-rectangular packages:
Length (in) x Width (in) x Height (in) x 0.785; if result is more than 1,728, divide by 194 to get the dimensional weight.

**Avoiding Non-Machinable Items**
Sometimes a mailpiece requires additional postage because it has a shape or size that is difficult to process on mail sorting machines. These are examples of mail that could require additional postage:
- Square envelopes
- Envelopes that are not flexible
- Uneven thickness (for example, containing a pen)
- Envelopes with a clasp or string closure device

**Avoid Dimensional Weight Pricing**
When possible, use a box smaller than 1 cubic foot when sending Priority Mail packages to Zones 5-8.

For example: If you have a 10-pound parcel that measures 14” long, 14” wide, and 12” high, the dimensional weight = (14 x 14 x 12) / 194 = 12.12. You would be charged at the 13-pound rate.

If you can ship the item in a box that is less than 1 cubic foot, you would be charged at the 10-pound rate.
Choosing the appropriate mail class can mean big savings with little or no sacrifice in delivery speed. Extra services can provide additional tracking, protection, and peace of mind.

<table>
<thead>
<tr>
<th>Class</th>
<th>Mailpiece</th>
<th>Contents</th>
<th>Speed</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Class Mail</td>
<td></td>
<td>All mailable items*</td>
<td>1-3 Days</td>
<td>$$0.42 and up</td>
</tr>
<tr>
<td></td>
<td></td>
<td>13 ounces or less</td>
<td></td>
<td></td>
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<tr>
<td>Priority Mail</td>
<td></td>
<td>All mailable items*</td>
<td>2-3 Days</td>
<td>$$$4.80 and up</td>
</tr>
<tr>
<td></td>
<td></td>
<td>70 pounds or less</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Express Mail</td>
<td></td>
<td>All mailable items*</td>
<td>1-2 Days</td>
<td>$12.60 and up</td>
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<td></td>
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<td>70 pounds or less</td>
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<tr>
<td>Parcel Post</td>
<td></td>
<td>All mailable items*</td>
<td>2-9 Days</td>
<td>$6.40 and up</td>
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<td></td>
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<td>70 pounds or less</td>
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<td>Media Mail</td>
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<td>Books, manuscripts, audio and video recordings, and computer-readable media, 70 pounds or less</td>
<td>2-9 Days</td>
<td>$2.23 and up</td>
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*Excluding certain hazardous materials.
**Excluding Alaska and Hawaii. Speed depends on distance.

### Special Services

<table>
<thead>
<tr>
<th>Service</th>
<th>Description</th>
<th>Cost</th>
</tr>
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<tbody>
<tr>
<td>Certified Mail</td>
<td>Provides proof of mailing at time of mailing and the date and time of delivery. Purchasing Certified Mail service allows customers to then purchase Restricted Delivery service or a Return Receipt.</td>
<td>$2.70</td>
</tr>
<tr>
<td>Insured Mail</td>
<td>Provides coverage against loss or damage up to $5,000. For items insured for more than $200, Restricted Delivery or Return Receipt can be added. Stamps.com Insurance can be purchased at a discount.</td>
<td>$1.70 and up</td>
</tr>
<tr>
<td>Registered Mail</td>
<td>Provides the sender with a mailing receipt and, upon request, electronic verification that an article was delivered. The most secure service that the USPS offers. Add Restricted Delivery or a Return Receipt, if desired.</td>
<td>$10.00</td>
</tr>
<tr>
<td>Delivery Confirmation</td>
<td>Provides the mailer with information about the date and time an article was delivered. This service is FREE on Priority Mail packages when you use Stamps.com.</td>
<td>$0.65-$0.75 ($0.18 for electronic)</td>
</tr>
<tr>
<td>Signature Confirmation</td>
<td>Provides the date and time of delivery or attempted delivery and the name of the person who signed for the item. This service is only $1.80 when you use Stamps.com.</td>
<td>$2.20</td>
</tr>
<tr>
<td>Collect on Delivery</td>
<td>Provides ability to mail an article for which the mailer has not been paid and has its price and the cost of the postage collected from the recipient. The recipient has the option to pay the charges using either cash or check.</td>
<td>$5.25 and up</td>
</tr>
<tr>
<td>Return Receipt</td>
<td>Provides a mailer with evidence of delivery (to whom the mail was delivered and date of delivery), along with information about the recipient's actual delivery address. Choose from a return receipt by mail or electronically.</td>
<td>$2.20 (paper); $1.00 (electronic)</td>
</tr>
<tr>
<td>Restricted Delivery</td>
<td>Restricted Delivery service ensures that only a specified person will receive a piece of mail. This service is only available if you also purchase Certified Mail, Insured Mail, COD, or Registered Mail.</td>
<td>$4.30</td>
</tr>
</tbody>
</table>