

Please Read These Important Operational Changes Beginning January 4, 2010 When Running Priority Mail® Env/Pkg for All Mail Finishing Products

As a result of, and in addition to, the USPS Rate Change, changes have been made that affect the operation of your product.

Starting January 4th 2010 Priority Mail® Env/Pkg is no longer the same price for all Zones up to 1 pound.

2009								2010							
Priority Mail Commercial Base LETTERS, FLATS, & PARCELS								Priority Mail Commercial Base LETTERS, FLATS, & PARCELS Priority Mail Flat-Rate Envelope: \$4.75 Priority Mail Small Flat-Rate Box: \$4.85 Priority Mail Regular/Medium Flat-Rate Box: \$10.20							
Zone ^{1, 2, 3, 4, 5, 6, 7, 8}								Zone ^{1, 2, 3}							
Weight Not Over (pounds)	Local, 1 & 2	3	4	5	6	7	8	Weight Not Over (pounds)	Local, 1 & 2	3	4	5	6	7	8
1	\$4.80	\$4.80	\$4.80	\$4.80	\$4.80	\$4.80	\$4.80	1	\$4.80	\$4.85	\$4.95	\$5.05	\$5.15	\$5.24	\$5.44

Note: The Charts above, for Commercial Base Prices, are used as an example. The same change applies for both Retail and Commercial Plus Pricing.

In 2009, prices were the same for all Zones below 1 pound; therefore it was **not** necessary to enter a ZIP Code.

If you are using a scale or manually entering the weight, then starting January 4, 2010, you will need to enter a ZIP Code for every Priority Mail – Env/Pkg mail piece, regardless of weight.

- This also applies when you use a preset button for your Priority Mail.
- This is also true on systems that automatically switch from 1st Class to Priority Mail Env/Pkg for mail pieces over 13 ounces. When the system switches to Priority Mail, you will be prompted to enter a ZIP Code or Zone. This applies to Attached Scale, Manual Weight Entry and Differential Weighing modes.

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If you are using a DM Series WOW Mode (DM475 - DM1100) when running 1st Class or Priority Mail® Env/Pkg, the following changes have been made:

- Mail pieces for the class *Priority Mail Env/Pkg* will need to be sorted by ZIP Code or Zone prior to processing them on the WOW.
- The class *SBR First Class* will no longer automatically switch to *Priority Mail Env/Pkg*.
- The class *WOW 1stCl Flat* has been removed.

If you use any of the three classes listed above, please review the chart below for important details on WOW Operational changes:

Class Name	Operation Prior to January 4, 2010	New Operation Starting January 4, 2010
Priority Mail – Env/Pkg	The system does not require a ZIP Code or Zone.	When Priority Mail is selected in the WOW weighing Mode, a ZIP Code or Zone will be required for the first mail piece only. The system will assume all pieces in the current batch are the same ZIP Code/Zone and will post them as such. It is now necessary to sort your Priority Mail Env/Pkg by ZIP Code or Zone prior to running them on the WOW. This is the same functionality currently used for Express Mail in WOW Mode.
SBR First Class	The system automatically switches from 1st Class mail to Priority Mail Env/Pkg (and back again) if the weight of the mail piece is over 13 ounces.	The ‘SBR First Class’ selection will no longer automatically switch to Priority Mail. If a mail piece over 13 ounces is fed, the system will stop with the following message on the display: <i>“Mail is too heavy for the selected class. No postage was printed on this piece. Press clear to bypass the error”</i> . Remove the mail piece, clear the message and the system will continue running the mail.
WOW 1stCl Flat	The system automatically switches from 1st Class mail to Priority Mail Env/Pkg (and back again) if the weight of the mail piece is over 13 ounces.	The ‘WOW 1stCl Flat’ selection has been removed from the system and is no longer selectable. It was used to automatically switch from 1st Class to Priority Mail on non-SBR WOW systems. Since this can no longer be done, the selection has been removed. If ‘WOW 1stCl Flat’ was saved in a Preset, that Preset will no longer function. When the Preset is selected, the following message will be on the display: <i>“Preset with Invalid Item(s)”</i> . This can be resolved by selecting “Continue with modified preset” and then resave the Preset with the class selection ‘1stCl Regular’ – ‘Flat’.

These changes apply to both WOW – Weigh on the Way and Weigh First piece modes.

Where to go for Help

For more details on USPS® services, contact your local Post Office.

NOTE: Personalized rate change information is also available at www.pb.com/ratechange.

- Enter your My Account username and password in the *Sign in to your Account* boxes.
- Click the **Sign in** button.
- Select the appropriate product from the list.