Operation/Task:	Ordering Stamps/Meterstrips for Non Mailing Jobs		Equipment:	ALL	
Owner:	**Mailing Services Manager**	**Date Created:**	12/10/14	**Department:**	Mailing Services
		Revision History:	See last page		

ALERTS (see below):   Critical Step ◆   Quality Check ☑   Tip ☺   Team Safety ✚

Purpose: This SOP/work instruction documents procedures for what to do when stamps or meter strips are requested for jobs that are not mailing.

Step #	Alerts	Step Description - "What to Do"	"How to Do it"	"Why to Do it"
1		Receive request to order stamps / meterstrips for a job that does not mail	Leads will request a ticket or print one out ticket depending where CSR is at with the ticket.	The ticket is what will be used for documentation and information
2		Create paper work for Mail entry	Leads will create Load tag and record counts on the back of the ticket.	Mail entry needs the count to do their part
3		Create paper work for Accounting	Mail Entry creates a 3606 showing that stamps/meterstrips were used. Marry up all documents and send to Accounting when job is closed.	Accounting needs to apply the dollars associated to the purchase of the stamps or meterstripping to the job

Notes:

Definitions:

Revision History	Description of Changes	Requested by	Date
Rev 1	New SOP	Sies Khamsisavang	12/12/17
Rev 2	Updated to current SOP format; changed GLS to ENPOINTE if applicable; changed font to Arial; reviewed by Lead – no changes	Andy Jones	3/21