Automated Mailroom
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Tampa, FL 33634-4434
(877) 870-6805 – (813) 870-6805
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fp-usa.com
FP Mailing Solutions
140 N. Mitchell Ct., Suite 200
Addison, IL 60101-5629
Tel 800.341.6052
Fax 800.341.5141

FP METER POSTAGE ADVANCE FORM FOR EXCHANGED METERS

Dear FP Mailing Solutions Meter Customer:

If your FP CMRS meter needs to be replaced due to electrical or mechanical failure and there are no funds available for postage in your CMRS postage account, FP Mailing Solutions will advance postage funds to the **USPS®** so you can download them form your postage account into the replacement meter. There is no servicing fee for the advance.

The standard procedure is to advance the amount of postage left in the descending register of the defective meter, rounded down to the nearest $10.00 increment. A $200 maximum amount may apply. Under no circumstances will we advance more than the last reset amount minus estimated usage for the period of time the meter was used before the exchange**.** The advance is automatically paid back when the meter is returned to FP Mailing Solutions and the postage value refund (PVR) is successfully processed on the meter. If the PVR is not successful, your funds will need to be refunded by the United States Postal Service in the form of a check via the mail within 12-16 weeks. You will then need to pay back FP for the funds that we advanced to you.

Your company will not be shorted any postage money. The advance of funds will leave your account at a negative account balance until the money is paid back. Because these are Federal Revenues, the reimbursement policy is strictly enforced.

Thank you for your cooperation regarding this matter. If you should have any questions, please call FP at (800) 341-6052.

Amt. of Postage on defective meter (at time of exchange): $	Postage Advance Amount ($200 maximum): $

I UNDERSTAND WE WILL RECEIVE A POSTAGE REFUND FROM THE USPS® FOR THE UNUSED POSTAGE ON THE DEFECTIVE METER. I UNDERSTAND THAT FP MAILING SOLUTIONS WILL ADVANCE MY ACCOUNT FUNDS FOR POSTAGE FOR MY REPLACEMENT METER AND I MUST REPAY THE ADVANCED FUNDS AS OUTLINED ABOVE.
Email completed form to custserv@fp-usa.com or fax it to (800) 607-3738. No fees incurred.

Customer Signature:	Telephone No.:
Company Name:	New Serial No.:
Date:	Customer No: