

Contract Instructions
PADD1096-Mailing Equipment and Services
Pitney Bowes

1. Go to http://purchasing.idaho.gov/statewide_contracts.html
2. Click the letter M
3. Go to Mailing Equipment and Services WSCA/NASPO Contracts
4. **For Postage Refills:**
Call 800-243-7800 if assistance is needed with a refill. You will need your meter model/serial number or your Postage-by-Phone™ account #.
5. **For Service Requests:**
Call **Onshore Service:** 877-213-7284 (press 1), 8 am - 8 pm EST or log in and create a profile @ www.pb.com , My Account. Again you will need your model and serial number, or your 11 digit Pitney Bowes Account Number.
6. **For Supplies:**
Call 800-243-7824, provide your 11 digit Pitney Bowes Account Number. Reference the State contract to be sure you receive the discount.
7. **Additional support:**
Local State Contact: Linda-Diane Hill
(208)724-0101
linda-diane.hill@pb.com
8. When you are purchasing off of this contract you will need to fill out a lease agreement. To create one for your agency click "Lease Agreement"
9. For Pricing click on "Pricing"