

## Contract Instructions

### PADD18200408-Mailing Equipment and Services

#### Neopost

1. Go to [www.purchasing.idaho.gov](http://www.purchasing.idaho.gov)
2. Click Statewide Contracts tab on the top of the page.
3. Scroll down to Contract List and click on Statewide Contracts.
4. In the search option type in Mailing.
5. Please include the Mailing Equipment Form for all orders.