

Contract Instructions

PADD18200512-Mailing Equipment and Services

Pitney Bowes

1. Go to 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.

6. 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 #.

7. 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.

8. 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.

9. Additional support:

Local State Contact: **Linda-Diane Hill**

(208)724-0101

linda-diane.hill@pb.com