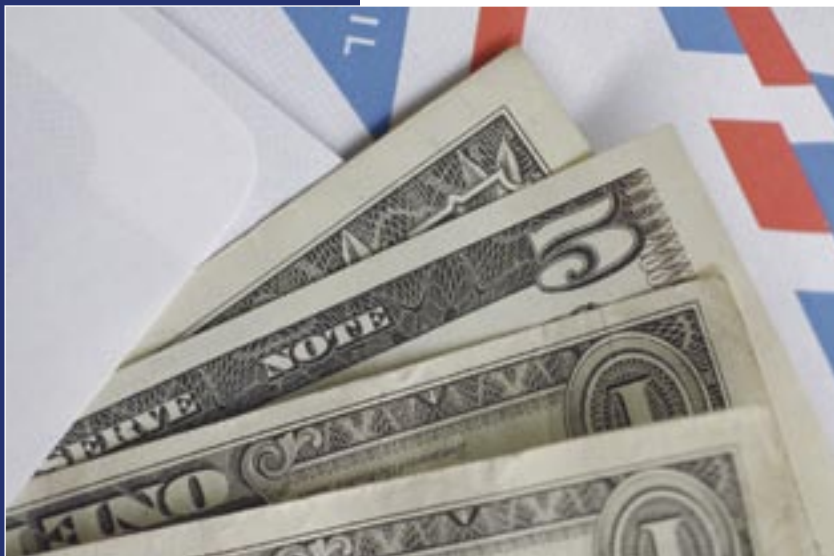


HOW to GET A CAPS ACCOUNT



PAYING THE BILLS; IT'S SOMETHING WE ALL HAVE TO DO. BUT WITH A CAPS ACCOUNT FROM THE USPS, YOU HAVE A FASTER, MORE CONVENIENT OPTION SO PAYING YOUR POSTAL BILL WILL BE LESS OF A CHORE.



The Centralized Account Processing System (CAPS) is an electronic system for postage payments available to business mailers for all classes of mail. A CAPS account allows you to pay electronically instead of presenting cash or checks in person at a Post Office for each mailing.

CAPS accounts are available to mailers who have at least one permit account or Express Mail Corporate Account (EMCA) and meet at least one of these qualifications:

- Three permits in two or more postal units with revenue of \$10,000 each year
- Three or more permits in one location and revenue of \$50,000 each year
- Permit revenue of \$500,000 each year

You may choose a centralized trust account or centralized debit account. In a trust account, funds are deposited electronically before the mailing is sent, and the postage owed is deducted when the local Post offices process postage state-

ments. Debit accounts are designated by customers and debited the total postage for the day on the bank's next business day.

CAPS accounts allow you to conveniently fund permit imprints, business reply mail, merchandise return service, postage due, EMCA, and Address Element Correction.

The accounts are set up under current permit imprints, periodical, and business reply numbers. Systems have been set up to offer you more monitoring abilities, such as account access through Internet and telephone.

One major convenience of a CAPS account is not having to have separate accounts at each Post Office where you mail; instead, the payment is made to the Postal Service.

Application forms are available on the USPS website.

For more information about CAPS accounts, please contact your local Postal Service business center or consult your Regional Sales manager or Print Specialist at Publishers Press.