



Understanding Your Invoice

Customer Number 7xxxxxxxxxP

- 7 = Post Masters' identifier for State Activity
- The next four digits is your agency's business unit
- The next six digits is your agency's respective department code
- P = Post Masters identifier for production items

Data Print / Mailing Services

- Data Print Detail spreadsheet, column "Total Excluding Postage"
- Metered Mail Detail spreadsheet, column "Class Surcharge" and column "Job Surcharge"
- Pressero Detail spreadsheet, lines marked with "Product Type" = "Mail Service" and "Envelope"

External Courier Services

- Pickups done by Pillow Courier service – for details of stops contact Amy Trembley

Internal Courier Services

- Pickups done by our staff – for details of stops contact Amy Trembley

Mailroom Management Fee

- The mailroom management fee is a flat monthly fee divided amongst all the state agencies and is the fee for our management of the mailroom located at the Indiana Government Center.

Postage

- Data Print Detail spreadsheet, column "Postage Total"
- Metered Mail Detail spreadsheet, column "Billing Postage"
- Pressero Detail spreadsheet, lines marked with "Product Type" = "Postage"

Vended Print/Copy/Scanning

- Pressero Detail spreadsheet, lines marked with "Product Type" = "Printing," "Copy," and/or "Scanning"