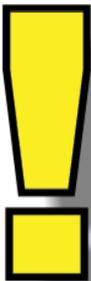


PIMM\$™

Package Inventory & Mail Management Service

Guide for PMTools® Users

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Encourage your customers to ADD auto-notify@justnotify.me to their whitelist to allow receipt of notifications.

PIMM\$ Package Storage Overview

PIMM\$ lets you charge fees for both package storage & quotas for PMB’s & customers.

** PIMM\$ has adjustable pricing, quota limits, storage days & optional weekend day storage charges. **

PIMM\$ Best Practices

Make the Package notification useful for both your staff & your customers.

Enter senders name for all items. PIMM\$ quickly learns your top senders allowing entry with a couple of key-strokes. Choose the package type, it displays during checkout & may affect storage fees, (depending on your settings).

Enter relevant info in the Message field, damaged container, too big for bike, bring truck, etc.

During CHECKOUT, double check the name/PMB on the shipping tag matches the person/PMB picking up.

Scan each PIMM\$ package tag barcode as it crosses your counter before handing it to your customer. First scan selects the PMB, verifies it is current, generates a list of inventory items for the PMB, checks the box for the package, AND helps prevent releasing a package to the wrong person.

If you release items to the PMB or in a Locker, add IN PMB or IN LOCKER in notes section. These notes are included in the notifications, on signature tags, & display during Package Check-Out. Include a Signature Tag slip in the PMB along with a pen.

Digital signatures from CAYAN or Topaz HSB save time, avoid stress & make you organized. Find signature proof of deliveries in mere moments!

We suggest opening accounts for customers who receive frequent storage fees, place the storage fees on account, and give them a receipt each time. Bill for the fees at the end of the month rather than collecting each time.

T-Mobile actively blocks our messages. Let your customers know if they have T-Mobile, they will eventually need to contact T-Mobile customer support remove the block for Auto-Notify@JustNotify.me Sprint customers may also need to contact Sprint customer service.

Opening New PMB's

Save time & add Text & Email notification service when you open the box.

As soon as the transaction is on the CashMate(R) screen, switch to & restart PIMM\$ to refresh the customer list. Then go to Reports & print Back of Box & File Folder Labels. Using these labels in view of your new customer helps them have confidence in your organized service. Use the File Folder label checklist to verify you have everything needed for each & every mailname. Check in a "Welcome Aboard" package for them, send a notification to give them a hands on experience for message receiving & the check out process.

Average Days in Storage is helpful to find the 'sweet spot' for number of days allowed with free storage, if any.

Run Current Inventory Aging Detail report at least twice a month to make sure your inventory is correct. Usual culprits for inventory issues are, items placed in PMB's & Lockers & not removed from inventory when picked up. Check Forwarded items out for both digital & physical PMB's to keep accurate inventory & correct storage charges.

Parcel Lockers - scan the package tags to make sure you have all items for the PMB, then [Print New Signature Tags] & include it in the locker. Next day retrieve the slip & check the item out of PIMM\$ to stop storage timer. Use the notes section for relevant information if using digital signature capture.

Setup PIMM\$

1. Open PIMM\$ Setup tab.
2. Enter your "reply to" email address.
3. Personalize outbound subject lines for Mail & Package notifications.
4. Edit the Package Header & Footer, less is better, especially for text messages.
5. Test print on a supported 4x6 thermal printer.
6. Activate & test optional Topaz HSB Model Signature pad or CAYAN if desired. Note, if used, Topaz HSB/Cayan is required to check out packages from stations releasing packages.

PIMM\$ Package Storage Overview

PIMM\$ lets you charge fees for both package storage & quotas for PMB's & customers.

** PIMM\$ has adjustable pricing, quota limits, storage days & optional weekend day storage charges. **



Some items may earn fees for both quota & storage. **

Quota counts each item checked in during the calendar month. When the quota allowance is met, every package item checked in the rest of the month has a fee, regardless of package type. ** PIMM\$ Storage timer starts midnight after arrival, crediting free or weekend days ** The storage timer keeps track of how many days items are in your custody.

Package Check Out includes a running tally of accrued charges for the items in each Check Out event. When you click [Release to Recipient], PIMM\$ alerts you of the pending fees being pushed to CashMate® beforehand so you can inform your customer. **



NON PMB Customers are charged for each package received & have NO allowed Quota.

PIMM\$ relies completely on CashMate™ transactions for billing & accounting. If storage is active each checkout creates a CashMate™ register transaction to be resolved with payment at time of delivery, charging to customer account, canceling, etc.

If you have already been using PIMM\$, look at Reports > Average Storage Days Chart report for a storage history overview. Note: if you are brand new to PIMM\$ or don't check items out to customers, this report may not have enough data to be helpful yet.

** (Based on your settings)

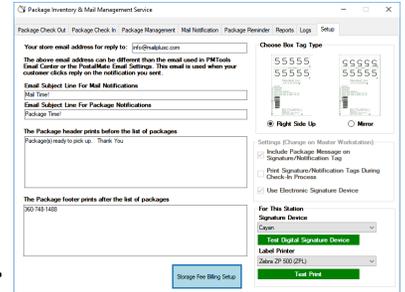
Already charging for storage?

Your clients are familiar with paying fees. You may need to make some adjustments to your process/fees to use PIMM\$ to apply storage fees. PIMM\$ limits package types & streamlines the process by not needing measurements or weights.

PIMM\$ Package Storage Activation (Optional)

PIMM\$ > Setup > [Storage Fee Billing Setup]

- **Notes: The setup function is available at all work stations, any changes deploy to the other network stations. Misc > View Logs documents events of Billing being turned off / on.**



Check [X] Charge for storage & quota

[] Display warning before sending to CashMate® is initially checked by default. Sales transfer to CashMate® **without warning** when this message is turned off.

Create or edit 8 products in CashMate®

Note: PIMM\$ overrides CashMate® pricing for these 8 products so entering a price is optional. Product descriptions will appear on the customer receipt & should be descriptive for you & the customer. CashMate® only displays/prints product descriptions up to 13 characters.



CPkg Service	Customer Package Service
OverPkgQuota	Over Package Quota
Storage LgBox	Storage Large Box
Storage Box	Storage Box
Storage PdEnv	Storage Padded Envelope
Storage Pak	Storage Pak
Storage Env	Storage Envelope
Storage Other	Storage Other

```

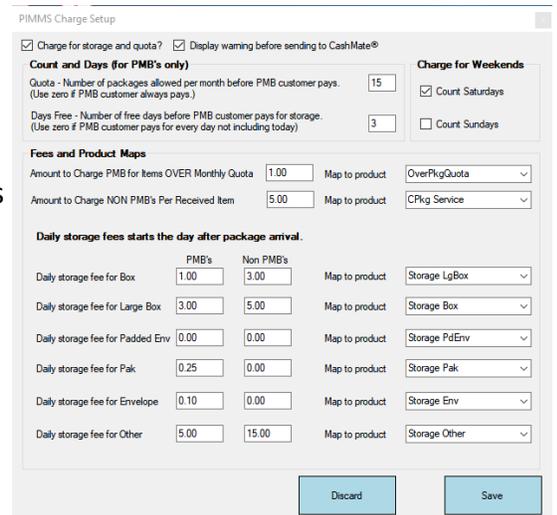
Package ID: 130959
OverPkgQuota 0.00
CPkg Service 1.00
Sender: Amazon 0.00
Recipient:
Arrived: 08/21/19
Trk: 9361289
Storage Days: 0
Notes:
*****
Package ID: 130961
OverPkgQuota 0.00
CPkg Service 1.00
Sender: Amazon 0.00
Recipient:
Arrived: 08/21/19
Trk: 9361289
Storage Days: 0
Notes:
*****
Package ID: 130962
OverPkgQuota 0.00
CPkg Service 1.00
Sender: Amazon 0.00
Recipient:
Arrived: 08/21/19
    
```



PIMM\$ Product Mapping

1. Fill in the blanks & map to your CashMate® products.
2. PIMM\$ Setup requires every package type to be mapped to save. Closing the form without saving clears any changes.
3. Once you have your settings complete, [Close Save Changes]

Now PIMM\$ Package Check Out displays the allowances & fees during each Check Out as packages are added to the event.



Activate Text Messaging Option in PostalMate®



1. In **PostalMate® POS Register** > Mailbox > Tools > Settings > Service Options
2. Create or change an existing Service Option for Notification Service.
3. Change 'Standard' to 'Mail Notification' in the Type column for the Service option.
4. Click Mail Notifications on the left.
5. Select PMTools in the Notifications generated by drop down.
6. Verify PMTools is installed & Click [OK] to finish.

Add Optional Service to PMB in PostalMate®



1. In **PostalMate® CashMate® POS** > Mailbox > [Find Mailbox].
2. Find the PMB, then click the dropdown [Choose activity & click OK].
3. Scroll down to "add service option", click [OK].
4. Select the Mail Notification Service, click [OK].
5. Verify email/cell number, check at least 1 box to receive notices.
6. Repeat for each PMB requesting Text notifications.
7. See PC Synergy's [TechNote](#), Setting up & using Mailbox Manager & Mail Notifications w/ PMTools for more information.

Edit Email or Text Addresses



1. Back In PMTools PIMM\$ Package Check In or Mail Notification Tab double-click a Mailname or edit in CashMate® > Mailbox > [Find Mailbox] > [Edit] > [Mail Notifications].
2. Encourage your customers to **ADD auto-notify@justnotify.me** to their approved sender whitelist to improve receipt of notifications.

Package Check In

1. Find PMB & select recipient on grid.
2. Optionally search by MAILNAMES if no PMB on item.
3. Enter Package info
4. Scan Tracking barcode.
5. Click Stage if your scanner doesn't apply the carriage return.
6. Apply package tags as they print.

Package Inventory & Mail Management Service

Package Check Out | Package Check In | Package Management | Mail Notification | Package Reminder | Reports | Logs | Setup

Find PMB

PMB's Only Customer

Search by PMB or Name
109

Quick Entry Mode
 Check In For Same Customer
 Single Multiple
 Multiple Same Sender/Pkg Type

Enter Package Info

Sender
Amazon Fulfillment
Notes - Internal (0/125)

Message/Location
Prints on tags & email
Possible DAMAGE SQUISHED Box

Package Type
 Box Large Box
 Pak Padded Env
 Envelope Other

Tracking / Info / Pkg ID
654654654654654

Stage >

Active PMB's. Green=Notices can send. Double click to edit.

PMB	MAILNAMES	COMPANY	EMAIL	TEXT	PHONE1
109			support@vsoftwa...	5039752836	
110			support@vsoftwa...		503-555-1234
110			support@vsoftwa...		503-555-1234
111			support@vsoftwa...	5039752836	503-555-1234
112			support@vsoftwa...	5039752836	503-555-1234

Green background indicates ability to receive notifications

Staged

ID	PMB	RECIPIENT	SENDER	TRACKING	CARRIE
115598	-	Audrey Snow	Bob Smith Golf Clubs	SDFSDFSDFS	DHL

< Edit | Clear Fields | Delete | Checked In Today Report

Send Notifications 1 item queued.

- 7. Multiple stations may Check In Packages simultaneously.
- 8. [Edit] to correct errors before notifying.
- 9. Print Signature Tags / Send Notifications or Send Notifications for Topaz HSB users.
- 10. Place Signature Tags in PMB if used.
- 11. Topaz HSB / CAYAN users may print a PMB notice needed report.



PIMM\$ Today's Checked In Label & Optional Report

The following PMB's need Pkg Notices
2/20/2016 10:01 AM

83
89
142

PIMM\$
Today's Checked In - Sorted by Time
(Does not include staged)

Report Date
4/28/2017

PMB	Time	Sender	Tracking / Carrier	PkgID
214	9:59:23 AM	Jose Luis Palacios	70151730000057262187 USPS	115812
155	10:00:10 AM	Little News Bakery	9305589843500471927771 USPS	115813
183	10:01:13 AM	Amazon Fulfillment	9381289674090240148692 USPS	115814
149	10:01:47 AM	Amazon Fulfillment	9374889674090198053099 USPS	115815
177	10:02:12 AM	Melaleuca	92748896008955553002082032 USPS	115816
133	10:02:39 AM	Jade bloom	9400110200829379403594 USPS	115817
89	10:03:12 AM	Lee Hasan fcs	9400109699938692777098 USPS	115818
212	10:03:38 AM	Doterra	92812999951005551040595366 USPS	115819
88	10:04:10 AM	Northwest Horse Source	32269241990355800101207723 USPS	115820

Package Check Out to Customer

1. Scan barcode on package tag or as the package goes across the counter.
2. PIMM\$ displays all items in inventory for that customer.
3. Scan remaining package tag barcodes for recipient.
4. Applicable Storage fees appear at bottom of checkout window.
5. Release to recipient dialog reminds fees will be sent to CashMate®



signature slip

Package Inventory & Mail Management System

Package Check Out Package Check In Package

Package Check Out

Enter or Scan Package Tags

Submit 2 inventory item(s) for PMB 205

CHK	PKG ID	TRACKING	CARRIER	SENDER	RECIPIENT	DATE IN	NOTES	DAYS	PKG TYPE
<input checked="" type="checkbox"/>	131100	1Z7E06V603435555	UPS	Nathan UPS Store		08/27/19		2	Padded Env
<input checked="" type="checkbox"/>	131120	9374889674090240148692	USPS	Amazon		08/28/19		1	Padded Env

Storage Fees: 0.00 3 days free counting for Saturdays, not counting Sundays.
Quota Fees: 2.00 Quota per month: 15
Receiving Fees: 0.00
Total Fees: 2.00

Release to Recipient

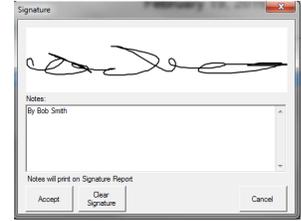
Print New Signature Tags Cancel This Checkout

Send to CashMate®

⚠ \$2.00 will be sent to CashMate®. Are you sure you want to continue this checkout?

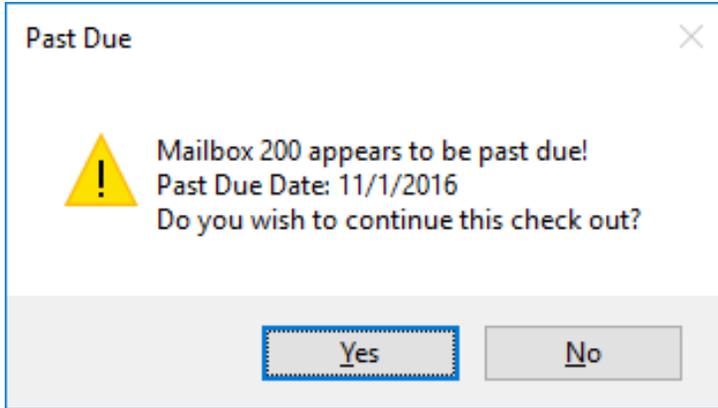
Yes No

- 6. Topaz HSB/CAYAN users see the digital signature in real time & have the option to add notes to checkouts for reference & documentation
- 7. Storage/Quota Fees are sent to CashMate® for resolution with details.



Past Due PMB Warning

- 1. Appears during package checkout when package tag is scanned.

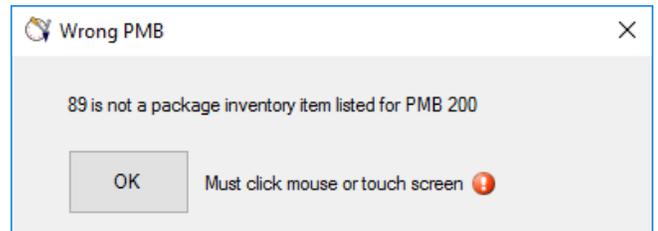


```

Package ID: 130959
overPkgQuota 0.00
CPkg Service 1.00
Sender: Amazon 0.00
Recipient:
Arrived: 08/21/19
Trk: 9361289
Storage Days: 0
Notes:
*****
Package ID: 130961
overPkgQuota 0.00
CPkg Service 1.00
Sender: Amazon 0.00
Recipient:
Arrived: 08/21/19
Trk: 9361289
Storage Days: 0
Notes:
*****
Package ID: 130962
overPkgQuota 0.00
CPkg Service 1.00
Sender: Amazon 0.00
Recipient:
Arrived: 08/21/19
  
```

Wrong PMB Warning

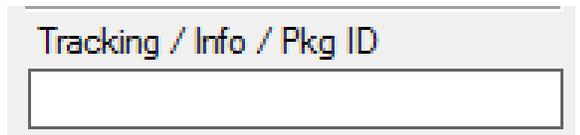
- 1. Warning appears if the wrong package is scanned during a multiple piece checkout



Multiple Packages, Customer only Taking Some

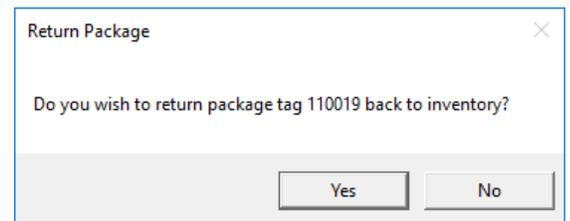
- 1. Scan package tag barcodes for items customer is taking now, then Release.

New signature tag prints for items remaining in inventory if not using CAYAN/Topaz HSB



Returning Packages to Inventory

- 1. Enter package tag barcode in Tracking / Info / Pkg Id at Package Check In.
- 2. Item returns to active inventory & storage time continues/resumes.



Troubleshooting Notifications / Logs

Notification Logs are automatically purged to contain only outbound message records for the last 90 days. Logs is your “Go To” for customer not getting messages.

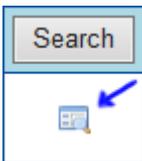
PIMMS Notifications sent logs

(The logs go back 3 months max. Sorted most recent to top.)

Refresh Sent Logs Replies

<< < > >> Go to 1 ▾ Page: 1 of 255 Records: 5099

Search	PMB	Sent To	Subject	Flag	Date Rec	Date Sent
	226	www.dallascellular.com	Mail Time !! Bounced		2016-02-20 12:16:37	
	226	www.dallascellular.com	Mail Time !!!	Bad	2016-02-20 12:16:37	
	225	www.dallascellular.com	Mail Time !!!	Sent	2016-02-20 12:16:36	2016-02-20 12:18:25



1. Refresh & then click “Flag” to sort for “Bad” or “Bounced” flags.
2. Search by PMB if needed for high volume locations.
3. Correct, test & save in Edit Notifications on Check In or Mail Notification tab.
4. Click the Icon to view the content sent in the message.
5. Successfully send a test text message (PMB notification service required in CashMate®)
6. Save to update the cell carrier in PIMM\$.

Notification Methods

Email Address:

Text Phone:

Test Sending Message(s)

7. Bouncing addresses, once you verify an email address is good, contact us support@vsoftwaretools.com to remove that flag.



T-Mobile customers need to contact T-Mobile directly to request delivery of messages from auto-notify@justnotify.me

Email customers should check their Spam/Junk folders & flag your messages as 'Not Junk', they can also add auto-notify@justnotify.me to their address books with this 2D barcode.



Package Management

Filter display as needed, also used to show signature proofs for Topaz HSB/CAYAN users.

The screenshot displays the 'Package Inventory & Mail Management Service' application. The main window has a menu bar with options: Package Check Out, Package Check In, Package Management, Mail Notification, Package Reminder, Reports, Logs, and Setup. Below the menu is a filter section with radio buttons for 'All items in inventory' and 'Items still in inventory Checked-In between', 'Items Checked-Out between', 'VOIDED Items Checked-In between', and 'Items In / Out / VOIDED between'. A date range of 2/17/2016 to 2/17/2016 is selected. A search section includes radio buttons for 'PMB', 'RECIPIENT', 'PKG ID', and 'TRACKING', with a search input field and a 'Clear' button. A signature field shows a handwritten signature 'George D. Chazy' with the instruction 'Double click on item below to see notes.' Below this is a table of packages:

ID	PMB	SENDER	TRACKING	CARRIER	NOTES	MESSAGE	RECIP
104026	75	Popcom News	1-908-142-19482...	Other			Dorsey
104027	75	Popcom News	1203498720948...	Other			Dorsey
104077	77	websites for hire	AD:FLKJASFAJS...	Other		test	Sabonis
104060	78	amazon.com	5464646546546...	USPS		bring truck, too bi...	Hoover
104061	78	Spidy man shoes	21313213132132	DHL Smart			Hoover
104048	83	Badger Keeping for Dummies	3132132132133...	Other		box is, um, movina	Hodges
104108	83	Suturing for 1 handed Amateurs	6546546546546...	USPS			Hodges

A 'PIMMS Report' window is overlaid on the main application. It shows a 'Signature Report' for package 142. The report includes a table with the following data:

PMB	Sender	Tracking / Carrier	PkgID
142	agose	13151560000006471330 USPS	110160

Below the table, it states 'Checked Out and Signed 2/17/2016 2:38:35 PM'. A box labeled 'Picked up by George' contains a handwritten signature 'George D. Chazy'. The report date is 2/17/2016, and it is Page 1 of 1. A green button 'Reprint Tag For S' and a yellow button 'VOID Tag For Selected' are also visible.

Package Reminders

Send reminders for packages hanging around too long.



Main customer name displays regardless of Mailname from Check In.



Package reminders for Unclaimed items for prior occupants are sent to current PMB holder. PIMM\$ now also manages packages for customers, the 'Closed Box' deliveries could be voided & rechecked in under the customer. If you decide to do this, the items have to be voided to allow the same tracking information to be checked in.

Package Inventory & Mail Management Service

Package Check Out | Package Check In | Package Management | Mail Notification | **Package Reminder** | Reports | Logs | Setup

The message "Reminder: You still have XX packages to be picked up. The oldest was received on XX/XX/XX" plus the message below will be sent to all checked.
 NOTE: Cell phone carriers will break up messages longer than 144 characters to multiple messages.

Current Reminder List
 (Double click to edit notifications settings)

You still have packages to pickup! Storage fees start after the 3rd day based on the size/type of item

Items that have been in inventory for days or more

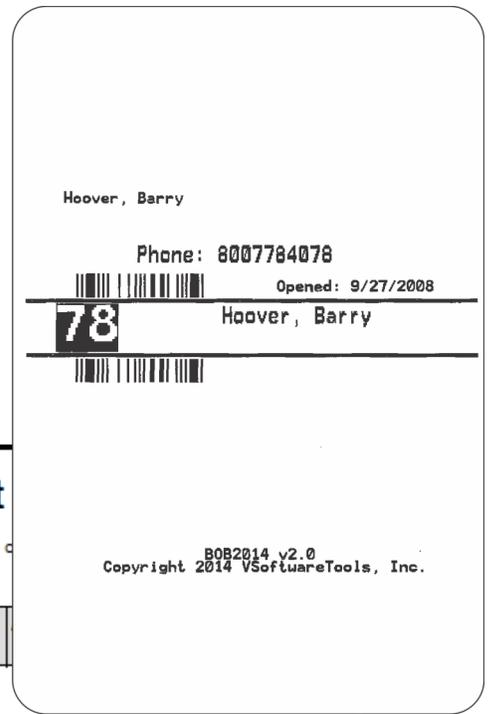
PMB's Only Customers (non PMB)

Send	PMB	Pkgs	Checked In	Box Holder	Company	eMail	Phone
<input type="checkbox"/>	83	1	08/28/2019	White House		whiteh@...	800-778-4078
<input type="checkbox"/>	88	1	08/28/2019	Henry Trade	Bank County Government of	henryt@...	800-778-4078
<input type="checkbox"/>	107	1	08/23/2019	John Smith		johns@...	800-778-4078
<input type="checkbox"/>	121	1	08/28/2019	John Smith		johns@...	800-778-4078
<input type="checkbox"/>	128	1	08/19/2019	John Smith		johns@...	800-778-4078
<input type="checkbox"/>	139	1	08/28/2019	John Smith		johns@...	800-778-4078
<input type="checkbox"/>	143	1	08/28/2019	John Smith	ITC	johns@...	800-778-4078
<input type="checkbox"/>	148	1	08/28/2019	John Smith		johns@...	800-778-4078
<input type="checkbox"/>	180	1	08/27/2019	John Smith		johns@...	800-778-4078
<input type="checkbox"/>	203	1	08/26/2019	John Smith		johns@...	800-778-4078
<input type="checkbox"/>	205	2	08/27/2019	John Smith		johns@...	800-778-4078
<input type="checkbox"/>	208	1	08/27/2019	John Smith		johns@...	800-778-4078
<input type="checkbox"/>	9001	2	06/13/2019	John Smith		johns@...	800-778-4078
<input type="checkbox"/>	10016	1	08/26/2019	John Smith		johns@...	800-778-4078
<input type="checkbox"/>	10022	1	08/28/2019	John Smith	Tracy Public Utilities	johns@...	800-778-4078

Mail Notifications



1. Update message if needed.
2. Encourage customers to **ADD auto-notify@justnotify.me** to their approved sender whitelist to allow receipt of notifications.
3. Select PMBs to notify from BOB (Back of Box) barcode or Mailbox worksheet with barcode scanner.
4. Send Notifications.



Box	First & Last Name Company Name	Barcode	Has Mail	Has Box	Vital Mail	Over-flow
74	Bud McEntee		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
75	Ceil Dorsey		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
76	John Koplos		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Package Inventory & Mail Management Service

Package Check Out | Package Check In | Package Management | **Mail Notification** | Package Reminder | Reports | Setup

Update notification message if needed

You have mail at John Doe Shipping

Integrated tool to notify mailbox holders they have received mail/letters in their PMB. Create your notification message in the box to the left.

Print Mailbox Worksheet With Barcodes

Scan barcode or Type PMB Number to toggle send flag. Or mouse click below.

Current PMB list (Double click to edit notifications settings)

Send	PMB	Full Name	Company	email	Text	Phone 1	Phone 2
<input type="checkbox"/>	74	Bud McEntee		support@vsoftwa...	<input checked="" type="checkbox"/>	<input type="checkbox"/> 8007784078	
<input type="checkbox"/>	75	Ceil Dorsey		mrs Spencer96@a...	<input checked="" type="checkbox"/> 5039755555	<input type="checkbox"/> 800-778-4078	
<input checked="" type="checkbox"/>	76	John Koplos		support@vsoftwa...	<input checked="" type="checkbox"/>	<input type="checkbox"/> 800-778-4078	
<input checked="" type="checkbox"/>	77	Sandi Sabonis		sales@vsoftware...	<input checked="" type="checkbox"/> 3608809999	<input checked="" type="checkbox"/> 360-520-1631	360-520-17...
<input checked="" type="checkbox"/>	78	Bary Hoover		support@vsoftwa...	<input checked="" type="checkbox"/> 3608805555	<input checked="" type="checkbox"/> 8007784078	
<input checked="" type="checkbox"/>	79	Dave Platt		info@mailplusc...	<input checked="" type="checkbox"/>	<input type="checkbox"/> 800-778-4078	
<input type="checkbox"/>	80	Charlie Boumis		duane@vsoftwar...	<input checked="" type="checkbox"/>	<input type="checkbox"/> 800-778-4078	
<input checked="" type="checkbox"/>	82	LaShunda B		mrs Spencer96@a...	<input checked="" type="checkbox"/> 8007784078	<input checked="" type="checkbox"/> 800-778-4078	
<input checked="" type="checkbox"/>	83	Ron Hodges		jester tech@email...	<input checked="" type="checkbox"/> 4055555555	<input checked="" type="checkbox"/> 800-778-4078	
<input type="checkbox"/>	84	Bruce Bemstein		support@vsoftwa...	<input checked="" type="checkbox"/>	<input type="checkbox"/> 800-778-4078	
<input type="checkbox"/>	87	Laura Beaver		daune@vsoftwar...	<input checked="" type="checkbox"/>	<input type="checkbox"/> 800-778-4078	
<input type="checkbox"/>	88	Sasha Sartini		bruno@mailshop...	<input checked="" type="checkbox"/>	<input type="checkbox"/> 800-778-4078	
<input type="checkbox"/>	89	Dan Cox		support@vsoftwa...	<input checked="" type="checkbox"/>	<input type="checkbox"/> 800-778-4078	
<input type="checkbox"/>	90	Lary Shapiro		support@vsoftwa...	<input checked="" type="checkbox"/>	<input type="checkbox"/> 800-778-4078	

Send 6 Notifications. Uncheck All

Reports

Current Inventory Aging Detail

PIMMS
Current Inventory Aging Detail

Report Date
3/24/2014

PMB / Phone	Recipient	PkgID	Sender	Tracking / Carrier	Date In	Days
74 Ph: 8007784078	McEntee, Bud	104028	Western Living	798200304415 FedExE	3/13/2014	10
	McEntee, Bud	104038	Live Like a Westerner	9374820125787898857004 USPS	3/19/2014	4
75 Ph: 800-778-4078	Dorsey, Ceil	104026	Popcorn News	1-908-142-19482-9048089 Other	3/12/2014	11
	Dorsey, Ceil	104027	Popcorn News	120349872094871239487241987 Other	3/12/2014	11
76 Ph: 800-778-4078	Koplos, John	104029	Postal Dispatch News	125R91F50614202237 UPS	3/13/2014	10
	Koplos, John	104040	Make Moving Suck Less	9114901159818297531158 USPS	3/24/2014	0
78 Ph: 8007784078	Hoover, Barry	104033	Beta Testers Anonymous	12B1Y9R128499382802 UPS	3/19/2014	4
79 Ph: 800-778-4078	Platt, Dave	104031	Efficiency in Motion	71039628594212925315 USPS	3/13/2014	10
80 Ph: 800-778-4078	Bournis, Charlie	104034	Make \$\$ with UPS Dropoffs	9611019098797100008924 FedExG	3/19/2014	4
82 Ph: 800-778-4078	B, LaShunda	104030	Churchills Fan Club	71039628594212926480 USPS	3/13/2014	10
84 Ph: 800-778-4078	Bernstein, Bruce	104037	Space Camp Nigeria	8013893041 DHL	3/19/2014	4

Current PMB Inventory Summary

PIMMS Current Package Inventory Summary
Totals Per PMB Report

Report Date
4/28/2017

PMB	PMB Box Holder	Phone	BX	LG	PK	PD	EV	OT	Totals
74	Bud M cEntee	8007784078	1	1	-	-	-	-	2
75	Ceil Dorsey	800-778-4078	2	-	-	-	-	-	2
76	John Koplos	800-778-4078	2	-	-	-	-	-	2
78	Barry Hoover	8007784078	-	1	-	-	-	-	1
79	Dave Platt	800-778-4078	1	-	-	-	-	-	1
80	Charlie Bournis	800-778-4078	1	-	-	-	-	-	1
82	LaShunda B	800-778-4078	-	-	-	-	1	-	1
84	Bruce Bernstein	800-778-4078	-	-	-	-	1	-	1
88	Sasha Sartini	800-778-4078	1	-	-	-	-	-	1
94	Don Hadan	800-778-4078	-	1	-	-	-	-	1
100	Perry Badar	800-778-4078	1	-	-	-	-	-	1
	Totals		9	3	0	0	2	0	14

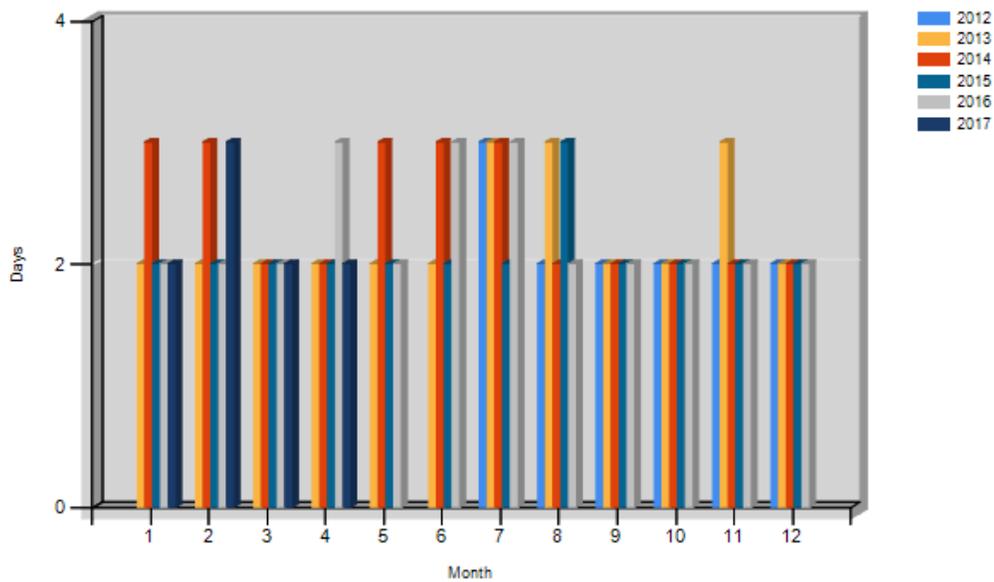
Mailbox Notification Worksheet

Box	First & Last Name	Company Name	Has Mail	Has Box	Vital Mail	Over-flow	Add a name	See Us
74	Bud McEntee		<input checked="" type="checkbox"/>	<input type="checkbox"/>				
75	Ceill Dorsey		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
76	John Koplos		<input checked="" type="checkbox"/>	<input type="checkbox"/>				
77	Sandi Saboris		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
78	Barry Hoover		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
79	Dave Platt		<input checked="" type="checkbox"/>	<input type="checkbox"/>				
83	Ron Hodges		<input checked="" type="checkbox"/>	<input type="checkbox"/>				
84	Bruce Bernstein		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
87	Laura Beaver		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
88	Sasha Sartini		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Average Days in Storage

Average Storage Days Chart

Report Date
4/28/2017



Package Storage Summary For Checked Out

Simple report shows total packages in/out & total days of storage for selected date range.

**Package Storage Summary for
PMB by Date Checked Out
7/1/2019 to 7/31/2019**

Report Date
8/19/2019

PMB	Box	Large	Pak	Padded	Envelope	Other	Total Pkgs In/Out	Total Days in Storage
74	0	0	1	1	1	0	3	10
76	4	0	1	0	0	0	5	5
79	14	3	1	7	0	2	27	50
80	0	0	0	1	0	0	1	1
83	4	1	1	4	0	0	10	23
84	3	0	0	1	0	0	4	7
85	8	0	1	1	2	0	12	27
87	0	0	0	0	0	1	1	4
88	1	0	0	0	0	0	1	3
89	13	0	1	2	0	0	16	32
90	4	0	2	5	0	0	11	19
92	1	1	3	1	0	0	6	25
95	0	0	0	1	0	0	1	0

Package Storage and Quota Billing for PMB by Date Checked Out 7/1/2019 to 7/31/2019

Report Date
8/30/2019

Page 3 of 3

Package Storage and Quota Billing for PMB by Date Checked Out										
Report Date										
7/1/2019 to 7/31/2019										
Page 1 of 3										
PMB	Sender	Tracking Package ID/Carrier/Type	Check-In Check-Out	Days In Store	Days to Count	Days Incl. Free	Days to Bill	Daily Fee	Storage Fee	Quota Fee *
222	Reclivour	9274899967930373866 129680/USPS/Box	6/24/2019 7/1/2019	8	0	3	0	\$3.00	\$3.00	\$1.00
	CarteR/Box	93748690350388659262 129785/USPS/Box	6/27/2019 7/1/2019	5	0	3	0	-	-	\$1.00
	Ryan Daniels	77527281190 129786/USPS/Envelope	6/28/2019 7/1/2019	4	0	3	0	-	-	\$1.00
	Amazon	936128967409090909443 129780/USPS/Box	6/29/2019 7/1/2019	3	0	3	0	-	-	\$1.00
	Amazon	936128967409090909219 129783/USPS/Box	6/29/2019 7/1/2019	3	0	3	0	-	-	\$1.00
	Pland	7888871020 129784/USPS/Box	6/29/2019 7/1/2019	3	0	3	0	-	-	\$1.00
	Pland	7888871121 129785/USPS/Box	6/29/2019 7/1/2019	3	0	3	0	-	-	\$1.00
	Amazon	936128967409090909422 129810/USPS/Box	7/1/2019 7/1/2019	1	0	0	0	-	-	\$1.00
	Amazon	93001902240828057563 129823/USPS/Pack	7/1/2019 7/1/2019	1	0	0	0	-	-	\$1.00
	Amazon	934189647409128961028 129823/USPS/Padded Envelope	7/1/2019 7/1/2019	1	0	0	0	-	-	\$1.00
	Amazon	93748690350388659262 129824/USPS/Padded Envelope	7/1/2019 7/1/2019	1	0	0	0	-	-	\$1.00
	Amazon	9361289674090909193225 129825/USPS/Box	7/1/2019 7/1/2019	1	0	0	0	-	-	\$1.00
	NewStarQuality	930012011140369408645 129833/USPS/Padded Envelope	7/2/2019 7/5/2019	4	0	3	0	-	-	\$1.00
	Arbor Day	124418071610308244 129862/USPS/Box	7/2/2019 7/5/2019	4	0	3	0	-	-	\$1.00
	Pland	CJ14898894 129894/014/Box	7/3/2019 7/5/2019	3	0	3	0	-	-	\$1.00
	Pland	CJ14898895 129905/014/Box	7/3/2019 7/5/2019	3	0	3	0	-	-	\$1.00
	CPGD	127668/03037688105 129933/USPS/Box	7/5/2019 7/5/2019	1	0	3	0	-	-	\$1.00
	Car lady Box	926129998497974304355 129937/USPS/Box	7/5/2019 7/9/2019	5	0	3	0	-	-	\$1.00
	Amazon	936128967409090909202 129974/USPS/Box	7/8/2019 7/9/2019	2	0	3	0	-	-	\$1.00
	Amazon	123764801319179014 129978/USPS/Large Box	7/8/2019 7/9/2019	2	0	3	0	-	-	\$1.00
	Amazon	12976820314325297 129979/USPS/Box	7/8/2019 7/9/2019	2	0	3	0	-	-	\$1.00
	Amazon	123764801319179997 129981/USPS/Box	7/8/2019 7/9/2019	2	0	3	0	-	-	\$1.00

Carrier/Type	Check-In Check-Out	Days In Store	Days to Count	Days Incl. Free	Days to Bill	Daily Fee	Storage Fee	Quota Fee *	
	7/24/2019 7/26/2019	3	2	3	0	-	-	\$1.00	
	7/25/2019 7/26/2019	2	1	3	0	-	-	\$1.00	
	7/26/2019 7/26/2019	1	0	3	0	-	-	\$1.00	
	7/26/2019 7/26/2019	1	0	3	0	-	-	\$1.00	
	7/26/2019 7/26/2019	1	0	3	0	-	-	\$1.00	
	7/26/2019 7/26/2019	1	0	3	0	-	-	\$1.00	
	7/26/2019 7/26/2019	1	0	3	0	-	-	\$1.00	
	7/26/2019 7/26/2019	1	0	3	0	-	-	\$1.00	
	7/29/2019 7/30/2019	2	1	3	0	-	-	\$1.00	
	7/30/2019 7/30/2019	1	0	3	0	-	-	\$1.00	
	7/30/2019 7/30/2019	1	0	3	0	-	-	\$1.00	
	7/30/2019 7/30/2019	1	0	3	0	-	-	\$1.00	
	7/31/2019 7/31/2019	1	0	3	0	-	-	\$1.00	
Package Count		33	71	7	93	0	\$3.00	\$23.00	\$26.00
		3	5	1	9	0	-	\$2.00	\$2.00
		4	8	0	9	0	-	\$3.00	\$3.00
Padded Envelope		12	21	6	30	0	-	\$9.00	\$9.00
Envelope		1	4	0	3	0	-	\$1.00	\$1.00
Other		1	1	0	3	0	-	\$1.00	\$1.00
Total Packages		54							
Total Period Storage Count			110				Storage Fees	\$3.00	
Total Days Counted All Items				14			Quota Fees	\$39.00	
Total Storage/Quota Fees for Period								\$42.00	

This report includes details for all items processed during a specified date range. Items must be checked out of inventory to appear. Some items may have been checked in during the prior month & exceeded last months quota limit. They will appear in order based on the date of checkout. PIMMS records your current fee & quota settings at the time or release. If you adjust pricing during the time period the pricing /quota will reflect the change

Your Shipping Store
 12345 S North Street
 Brooklyn, NY 11210
 360-748-1488

August 29, 2019

Storage Rate Sheet for Your Shipping Store

Quota per Month

15 check-ins per month included with Mailbox service. \$1.00 fee applies for each package over 15 allowed check-ins.

Daily storage fees begin after 3 days of free storage

Type of Package	PMB's fees	Non-PMB's fees
Daily Storage Fee for Large Box	3.00	5.00
Daily Storage Fee for Box	1.00	3.00
Daily Storage Fee for Padded Envelope	0.00	0.00
Daily Storage Fee for Pak	0.25	0.00
Daily Storage Fee for Envelope	0.10	0.00
Daily Storage Fee for Other	5.00	15.00

This rate sheet report displays store info, pricing, quota and free time based on your settings.

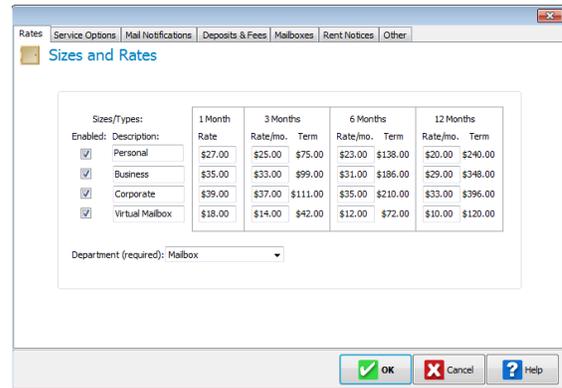
Prices are subject to change without notice. Some packages may have fees for both quota and storage.

Virtual PMB's in PostalMate®



In CashMate® POS at MASTER Station
Mailbox > Setup & Preferences > Rates

If all 4 PMB Size/Types are active you can still add additional number range for Virtual PMB's. Manually edit pricing when activating boxes in this range if needed.



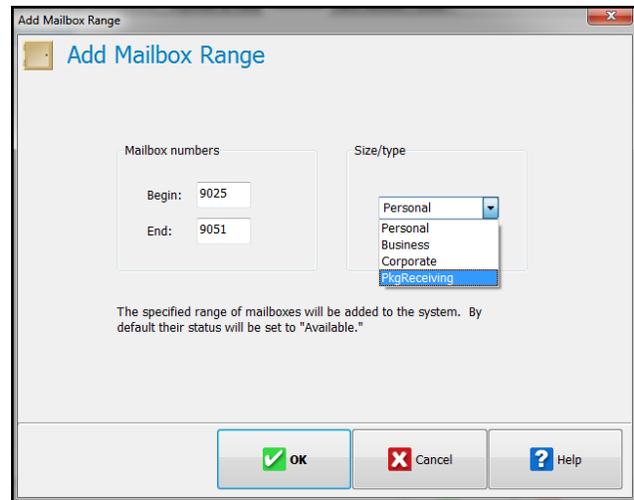
1. Click Enabled to activate the 4 Size/Type.
2. Enter a Mailbox PMB Type.
3. Enter a price for this service level if needed.
4. Ok to save the new changes.

Add Mailbox Range

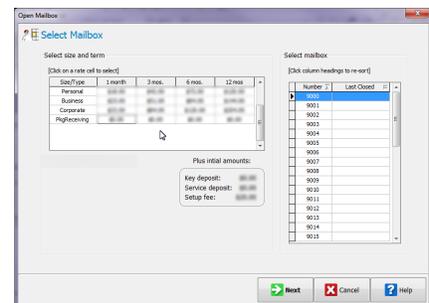


Be careful. Boxes are added in a group but deleted one at a time.

1. Return to Mailbox > Setup & Preferences > Mailboxes > Add Mailbox Range tab
2. Enter your beginning & ending PMB number.
3. Select your new PMB Type from the dropdown.
4. Confirm the Type & Number of boxes are correct, then, Click Ok.
5. All Done! The new boxes are available for immediate use.



6. Encourage your customers to **ADD auto-notify@justnotify.me** to their approved sender whitelist to allow receipt of notifications.



Example letter to clients courtesy of Joel Altsman at Pak Mail Anderson Mill

Dear Mailbox Customer,

As you are no doubt aware, the last several years have seen a dramatic increase in e-commerce. This has, naturally, resulted in a large increase in how many packages we receive for our mailbox customers.

We are happy to receive these packages for you and keep them safe, however, we have limited space to store them and lately the volume has strained our capacity. If you review your mailbox agreement, you will see that it calls for you to pick up packages within 24 hours of delivery. We have never enforced this provision – and do not intend to start now. However, we do need to place some limits on how long packages can be here.

Beginning MONTH, DAY, YEAR we will need you to pick up your packages within three days of delivery. After the third day we will need to assess a fee of \$1.00 per package per day for storage. You will need to pay this fee in order to pick up your past due packages.

We understand unforeseen circumstances can arise and we will work with you should you be unable to make it here in time. Just give us a call and we'll work it out with you.

Although this is a change, the vast majority of you already pick up your packages in a timely manner and will not be impacted by this at all.

We value your business and the trust you place in us to keep your packages safe and secure, out of the weather, and out of the hands of porch pirates. Please help us help you by picking up your packages in a timely manner.

Thank you,

Your Shipping Store Name



NOTICE!
You have item(s) to sign for at the counter

NOTICE!
You have item(s) to sign for at the counter



ADD auto-notify@justnotify.me

Additional Assistance

Getting Support on the web

At www.vsoftwaretools.com you may review FAQ's, Known Issues & submit a Help Ticket.

Contacting Customer Support

E-Mail: support@vsoftwaretools.com

Phone: 800-778-4078, ext 1 Fax: 503-828-9073