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Article

How To get A Refund On Postage Incorrectly Metered on Envelopes

We often have customers ask how to get money refunded when they've metered postage incorrectly on their mail.

To get your money refunded, you'll need to take the affected mail pieces to the local post office that handles your company's mail and fill out Form 3533, Application and Voucher for Refund of Postage and Fees, within 60 days of the metered date. The pieces you bring in must be complete, clear and legible, otherwise the USPS may not refund the postage on them. You should be prepared to show proof that you are the licensee of the postage meter that printed the indicia. Acceptable proof includes a copy of the lease, rental agreement, or contract.

Be aware that the Post office will charge either 10% of the total value of the postage (if the total is \$350 or less), or \$35/hr for their time to go through mail with a total value of more than \$350 (there is a minimum of \$35 charge in this case).

Let's look at two examples of how all this works:

Example 1 (Total value less than \$350)

You have 25 pieces of mail that has been metered at \$.42 each. You determined that after they were metered with postage you would not be mailing them and you want a refund. The total value of the postage is \$10.50 (25 x \$.42). The Post Office will refund 90% of this amount, or \$9.45 (\$10.50 less \$1.05).

Example 2 (Total value more than \$350)

You have 1,000 pieces of mail that has been metered at \$.42 each. You determined that after they were metered with postage, you would not be mailing them and you want a refund. The total value of the postage is \$420.00 (1,000 x \$.42). The Post Office will charge \$35/hr to count this mail. Let's assume it takes 2 hours. Your charge will be \$70, which will be deducted from the total refund. Your refund will be \$350.00 (\$420 less \$70).

In the case of Example 1, you'll receive your refund on the spot. In the case of Example 2, the postmaster will submit the approved Form 3533 to the USPS Imaging and Scanning Center for payment processing through the Accounting Service Center and it will be sent to you.

In all cases, the Post Office will keep the mail pieces so they cannot be mailed.

For more detailed information, please check the postal service website at www.usps.com

Source: Domestic Mail Manual (DMM) PO14.3.2

15. Send your mail out in the morning so it arrives earlier rather than sending it out express or priority mail.
16. The best and least expensive form of advertisement is word-of-mouth. Encourage your clients to make referrals and include testimonials on your website.
17. Use the internet to expand your advertising reach without expanding your budget. Through email newsletters, you can keep your customer base aware of new items or discounted services. The return on investment (ROI) can be much higher than other forms of advertising.
18. Become involved in your community. By joining trade associates as well as interacting with your neighbors, you can sometimes do joint advertising ventures, learn the latest industry-specific news or discover new sales opportunities.
19. Cross promotion is a key element to any business. While advertising one item, mention another service or accessory that works with that item.
20. Before contracting with anyone, request three bids. Often times, a vendor will match a competitors price to complete the sale providing you with additional savings.
21. When ordering new checks, order them online rather than through the bank.
22. Review your insurance coverage. Whether it's your medical insurance or liability insurance, discuss the policy with your agent to see if there are any ways you can save. Perhaps there are discounts for trade associations or an umbrella plan may be more cost effective.
23. When traveling, look for discounted fares. Investigate if there are specials on the major air carriers through popular travel internet sites.
24. Traveling employees can often share. From hotel rooms to rental cars, working together can mean reducing your expenses.
25. Find advice from others. Have an IT consultant review your working habits. Their recommendations may save you time and money.

From lowering your utilities bills to recycling, these ideas can reduce your expenditures without making your business look unprofessional. When thinking about making changes, always remember to look for ways to improve your business and optimize your staff's productivity. Once you have accomplished that, you will often find that your expenses decrease as well.

[Expert's Bio](#)

Dawn Kraus has been working with small businesses and not-for-profit organizations since she graduated Johnson and Wales University in 1994. Currently, she owns her own event planning business and does a variety of events for not-for-profits, corporations and individuals in addition to her free-lance writing. She can be reached at dawnchristikraus@aol.com.