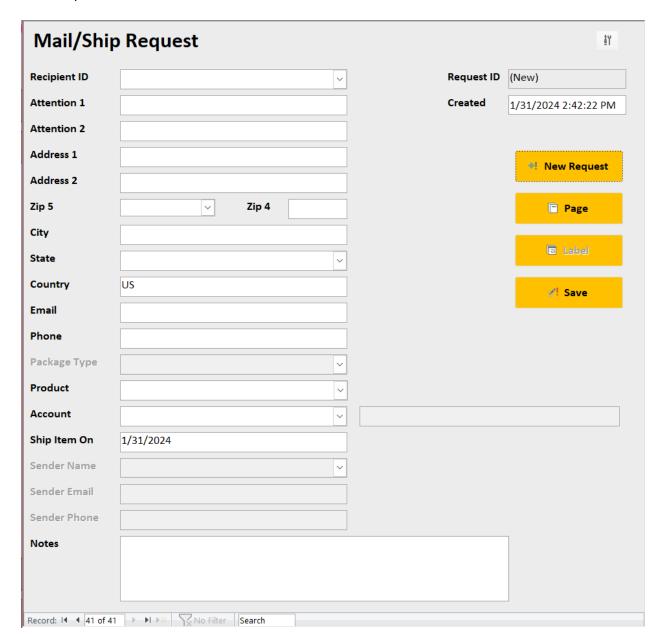
This is the form, it can be modified to match their existing one. It also keeps the history forever so they can search/look back.

## **New Request**



Once they fill in the form and hit Save it can automatically preview or print the report.

Report modified specifically for the customer. It can also produce a label.

10/6/2022 12:54:31 PM

Sender:

## **REQUEST TO SEND**

Ship Item On: 10/6/2022

MAIL

CUSTOMER SEATTLE, WA 98101

Sender Instructions: Attach form to item & forward to Mailing/Shipping area

RTS 232

Account 1: 0000 - Default

Send To: STATE OF CONNECTICUT

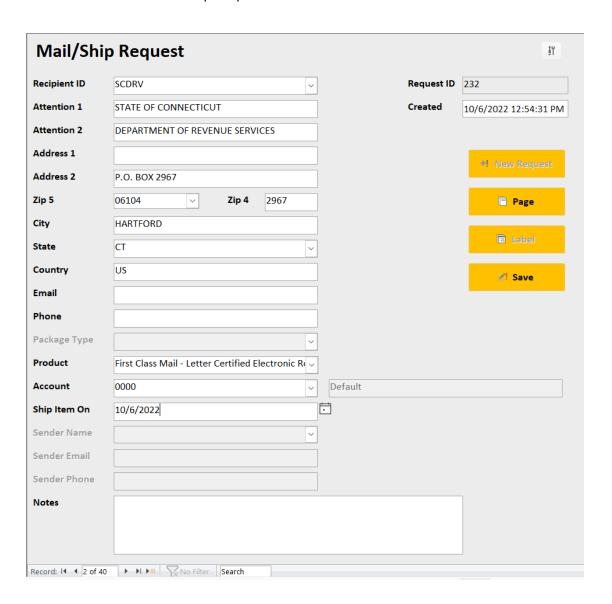
DEPARTMENT OF REVENUE SERVICES

P.O. BOX 2967 HARTFORD, CT 06104

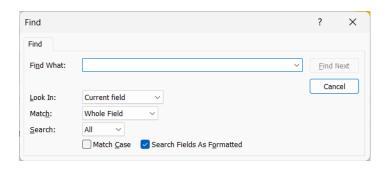
Class of Service: First Class Mail - Letter Certified Electronic Return Receipt

Shipper Instructions: Scan barcode to setup MailOne, place item on scale and print certified form

Notes:



Search any field with the standard Windows Ctrl-F



Press Page and it previews or prints the standard report.

Form and Postal Utilities Ship Request

Assign a Recipient ID to a customer's so it can auto fill any additional fields from previous entries.

The drop downs are all connected to their pertinent data.

Enter a zip and it auto fills city state.

Product list can be limited.

It can automatically fill the product and request id into MailOne.

The CRC syncs the request/scan # in a batch process (NOT continuous). There is an icon on the desktop to import all new ship requests. Takes a minute.

10/6/2022 12:54:31 PM

## **REQUEST TO SEND**

Ship Item On: 10/6/2022

Sender: MAIL

**CUSTOMER SEATTLE, WA 98101** 

Sender Instructions: Attach form to item & forward to Mailing/Shipping area



RTS 232

Account 1: 0000 - Default

Send To: STATE OF CONNECTICUT

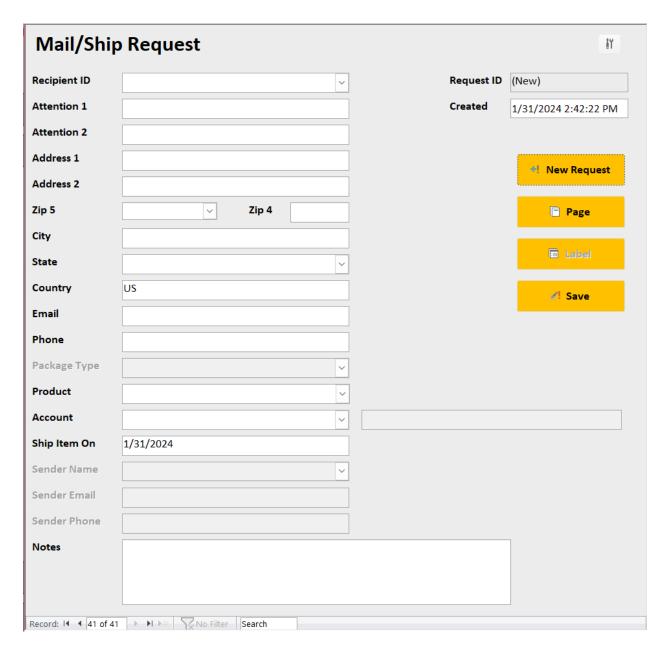
DEPARTMENT OF REVENUE SERVICES

P.O. BOX 2967 HARTFORD, CT 06104

Class of Service: First Class Mail - Letter Certified Electronic Return Receipt

Shipper Instructions: Scan barcode to setup MailOne, place item on scale and print certified form

Notes:



The Recipient ID drop down keeps track of customers so it can auto fill any additional fields.

The drop downs are all connected to their pertinent data.

Enter a zip and it auto fills city state.

It can automatically fill the product and request id into MailOne.

The CRC syncs the request/scan # in a batch process (NOT continuous). There is an icon on the desktop to import all new ship requests. Takes a minute.