



**WJS5 / WJS10 / WJS20  
January 2019 Rate Module Update**

Dear Valued Neopost Customer,

The United States Postal Service® will be increasing postage rates on **Sunday, January 27, 2019**. The price of a postage stamp will increase to 55¢, while the cost of a First Class Mail® metered letter will only increase to 50¢. The 9% cost saving achieved by using a postage meter, compared to stamps, has never been more substantial. Your mailing equipment will require the enclosed rate update in order to correctly calculate the new postage rates and fees.

Before installing the new rates, review the enclosed installation instructions (steps 1 – 9). It is a simple process that should take less than five minutes. After the new rate module is installed, please return the old rate module in the prepaid, self-addressed, padded envelope that arrived with this letter.

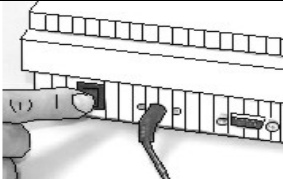




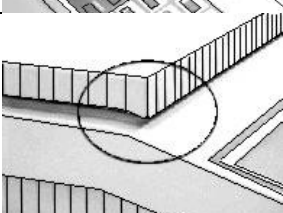
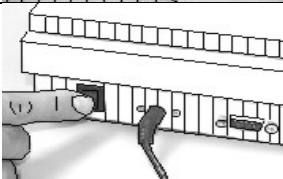
**Please Note:** It is the sole responsibility of the customer to install and verify that the rates are properly installed. Neopost USA will not be liable for rates that were not verified or installed correctly.

For more January 27, 2019 USPS rate change information, as well as answers to any administrative or technical questions you may have, please visit our Rate Change website at <https://www.neopost.com/resources/postal-rate-information>.

We appreciate being your mailing system provider of choice and look forward to a long and rewarding business relationship.

Sincerely,  
The Neopost Rate Change Team

**WJS 5/10/20 Scale - Rate Pak™ Installation Procedure - USPS – January 27, 2019**

Step	Action	Figure
1	Turn the scale's power switch, located at the back of the scale, to the <b>OFF</b> position. <b>Note:</b> If the rate module is removed from the scale or installed with the power on, severe damage may occur to the scale.	
2	Remove the scale platter.	
3	Remove the rate module cover from the top of the scale.	
4	Remove the rate module from the scale.	
5	Insert the new rate module. The rate module is designed to fit in only one direction. Rate module software version: <b>H.08.049</b>	
6	Re-insert the rate module cover.	
7	Install the scale platter. <b>Note:</b> Verify that the platter's curved edging faces forward as shown.	
8	The new rates have been successfully loaded. Turn the scale's power switch to the <b>ON</b> position.	
9	After the new rate module is installed, <b>please return the old rate module</b> in the prepaid, self-addressed padded envelope.	