

Quadient Postage Funding

If you have any questions regarding funding the postage account for your mailing system, please **Call Us First at 303-761-0681**. You'll speak with a real person (not a phone tree) whenever you call, Monday through Friday from 8am – 4:30 pm.

Quadient Postage Funding (formerly NeoFunds/TotalFunds) is basically a credit card for adding funds to your postage meter. Unlike the typical Pre-Pay option of sending a check prior to downloading postage, you are invoiced for the amount downloaded on a monthly basis. Using Quadient Postage Funding gives you 2 distinct advantages.

1. You can pay for downloaded postage by check, ACH or online, in arrears. No fee or charges are incurred if **you stay below your Free Transaction Limit (FTL)** and you **pay off your balance monthly**.
2. It enables you to use NeoShip by Quadient for discounted Commercial rates on Priority Mail and Parcels.

Like a credit card, with Quadient Postage Funding:

- There are NO fees or interest if your account is paid **IN FULL**, paid **on-time**, and **you do not exceed your free transaction limit (FTL)**. The Free Transaction Limit (FTL) and a Maximum Credit (MC) Limits are based on the model of equipment:

Mailing System	Plan Name	Free Transaction Limit	Total Account Limit
Low Volume	Basic PLUS	\$700 per monthly billing cycle	\$1,500
Mid to High Volume	Advantage PLUS	\$4,000 per monthly billing period	\$8,500

- If you expect a large postage month or are subject to seasonal peaks that exceed your monthly limit, your account can be “paid down” so that you can download more postage without incurring any fees.

Example: FTL/MC = \$4000/\$8500 (600 and 700 Series)

Free Transaction Limit (FTL) = \$4000/mo. You can download up to \$4000 per billing period with no fees or charges if paid in full at the end of the Billing Period (28 days).

Total Account Limit = \$8500 Your maximum allowable credit is \$8500. Once you hit this amount, you will not be extended any more postage funds until the account is either paid off or paid down to cover the amount of additional postage needed.

TRANSACTION FEES WILL APPLY once you exceed the FTL or do not pay off the entire statement amount.

How are transaction fees assessed?

You are pre-approved to download up to the Free Transaction Limit amount each month with no transaction fees. Monthly downloads that exceed the Free Transaction Limit in any monthly billing period are subject to a **1% Flex Limit Fee**. Example, if your Free Transaction limit is \$4,000 and you add \$5,000 postage to your meter in a monthly billing cycle, you will be billed \$10 Monthly Flex Limit Fee ($\$5,000 - \$4,000 = \$1,000 \times 1\% = \10).

How can I avoid the 1% Flex Fee?

You can pre-pay postage with a check. Pre-paid postage will be used first when you download postage onto your meter. Once your prepaid postage is used, you will then start using your Quadient Postage Funding Account for postage downloads.

Can I increase the amount of postage available for download?

Yes. call Quadient's Customer Service Department to discuss the process to request an increase in the amount of your Total Account Limit. A representative can be reached at **1-800-636-7678**, Monday through Friday, between the hours of 7:00 a.m. to 6:00 p.m. (CST). This can take a few days for approval.

NOTE: Your Free Transaction Limit (FTL) remains the same, only the Total Account Limit is changed. The 1% Flex Limit Fee will still apply for amounts exceeding the FTL.



BEST PRACTICES

1. Setup a MyQuadient account to monitor postage fund activities (myquadient.com)
2. Setup Alerts to notify you of postage downloads, available credit, payment date reminders, etc.
3. Setup Autopay so that you will never again make a late payment.

If you need assistant or for more information, please call CMS at **303-761-0681**.