



FriendShip / ASX Software Module Update

Dear Valued Neopost Customer,

Effective May 14, 2007, the United States Postal Service will be changing their mailing rates. Enclosed with this letter you will find your software update CD, which when installed, will update your FriendShip / ASX application to provide you with the latest supported USPS rates.

Please do not install your 2007 rates until May 14th. Installing your new rates is a simple process that should take less than ten minutes. Before installing the new rates, please review the enclosed installation instructions (steps 1-12).

Your **FriendShip / ASX** software includes enhanced software to support the new Shape-Based First Class Letter, Flat and Package rates. The new "First Class" Flat and Parcel rates can be accessed under the "F10" Other. For more information on Shape-Based Pricing, a First Class Rate chart and the impact of this rate change on your system, please check out our shape based web site.

Please note: it is the sole responsibility of the customer to install and verify that the rates are properly installed. Neopost Inc will not be liable for rates that were not verified or installed properly.

Should you have any administrative or technical questions concerning this 2007 Rate Change you can contact Neopost as described below.

- Please try visiting our website web site at <http://www.neopostinc.com> for complete rate change information, including access to new USPS mail classes.
- When contacting us, please have your product model number, product serial number and your customer number available so that our representatives can assist you in an efficient manner.
- If you received this Rate Change Software in error. Return the contents of this rate package to Neopost Inc, Hayward. Please include the Sales Order # on the outside of the envelope.
- Please contact by telephone, fax or email us at:

Customer Service (Order / Billing / General Rate Change questions)

Monday to Friday: 7:00 AM to 7:00PM (Central Time)

Phone: (800) 934.2257

Fax: (510) 429.6721

Email: NeopostRateChange@neopostinc.com

Technical Services (Rate Change Installation/ Equipment questions)

Monday to Friday: 7:00 AM to 7:00PM (Central Time)

Phone: (800) 259.2678

Fax: (972) 241.9355

Email: support@neopostinc.com

For more information on the rate and structure change please see the USPS web site at <http://www.usps.com/ratecase/>.

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

Sincerely, The Neopost Rate Change Team

FriendShip / ASX – Software Installation Procedure: Rev 8.02

Step	Action / Comments
1	<ul style="list-style-type: none"> Close all open Carrier manifests & any open USPS Batch Close all open Windows Applications (FriendShip, Word, Excel, etc..) Install the software at the beginning of the day or at the end of the day to ensure no live transactions
2	Ensure that the computer and monitor are turned <u>ON</u> .
3	Insert the FriendShip CD into the CDROM drive on the front of the computer.
4	The program will automatically begin loading within a minute. If the program does not start automatically, go to the Windows Desktop select " <i>Start</i> ", then " <i>Run</i> ", then enter " <i>D:\SETUP</i> " where " <i>D</i> " is the drive letter of the CDROM. Select " <i>OK</i> ".
5	At the Product Installer menu, select " <i>Next</i> " to continue the installation.
6	In order to install the Rate Change software you must accept the terms of the license agreement. Select " <i>Accept</i> " to continue.
7	If the software is installed before May 14, 2007, a message regarding the date is displayed. Select " <i>Yes</i> " to continue the setup.
8	The system will auto-detect the location of the current installation. Click " <i>Next</i> " to continue. The program will install the various program updates.
9	When the software is finished installing, click " <i>Finish</i> " to complete the process. Note: Disregard the message regarding the Floppy Disk. This is for first time installations.
10	The new rates have been successfully loaded to support the new rates and mail classes. Restart the computer to finalize the installation.
11	Process a USPS 1 st Class mail piece to verify operation of the software.
12	Store the FriendShip CD with all other disks that were shipped with the system. Note: Do NOT discard any of the original disks.

Installation Notes:

- If there are more than one FriendShip workstations being used, the software must be installed on each one of the workstations.
- Refer to the Software_Releases.PDF file on the CD-ROM for all software changes.
- Updated the First Class key so that weights from 3.6 oz to 13 oz automatically switch to the new 1st Class Flat rate.
- Added the new rate classes: 1st parcel, 1st flat (located under the F10 key, other rates, other rates). Both rates function like the normal 1st Class Letter key ("F1").
- Removed support for the USPS Parcel Post Dropship rates - DBMC, DSCF and DDU. These rates were no longer supported in the 2006 Mail Manifesting Certification (MAC).
- The Standard Mail 3/5 Digit (Regular and non-profit) rate was split by the USPS into two rates (3-digit and 5-digit). Only the 3-digit rate will be supported by FriendShip (accessible from the F10 other key).
- The Non-automation Basic rate was split by the USPS into AADC and mixed AADC. Only the mixed AADC will be supported with FriendShip.