



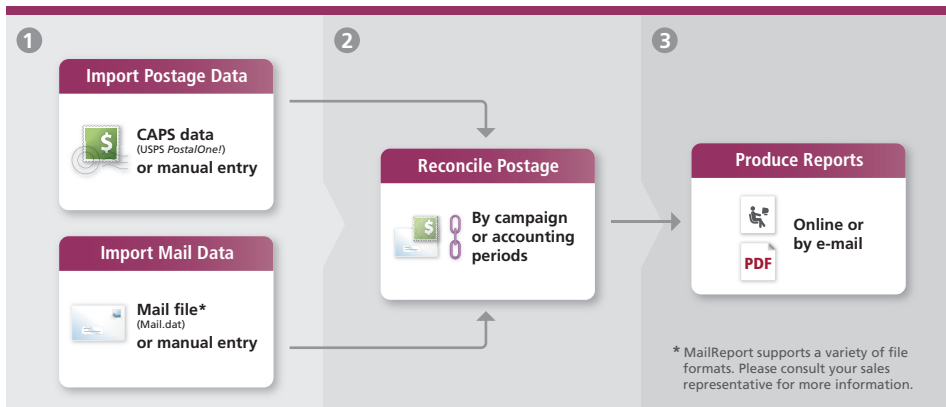
# MailReport

*The most efficient and accurate tool for postage reconciliation.*

Postage can be a substantial expense for mailers of all sizes. It takes time and resources to track postage money and account for manually entered postage data. MailReport electronically collects information from the USPS and allows businesses to quickly reconcile postage costs.

MailReport makes the granular level of data provided by the USPS easy to understand and easy to use. Viewing postage expenditures in detail helps users allocate costs to multiple lines of business and develop a clear audit trail. In-depth reports, delivered via e-mail or available online, provide a full-scale picture of postage spend. With MailReport, accurate postage data is always available for reconciliation.

*Here's how MailReport works:*



### 1 Import postage and mail data

MailReport automatically retrieves CAPS (Centralized Automated Payment System) data via the USPS PostalOne!® site. Simply upload mail files or enter data manually to prepare for reconciliation.

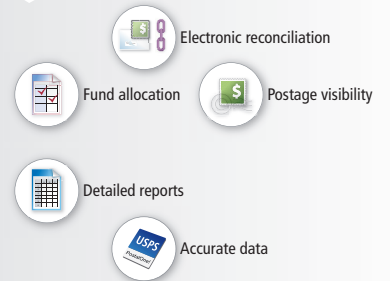
### 2 Reconcile postage

MailReport reconciles postage and mail information via an automatic match. Data will be matched to categories including campaigns and accounting periods. Exceptions may be manually matched. Users can reclass a match and MailReport will create an offset entry to keep balances accurate.

### 3 Generate reports

Data gathered through MailReport may be displayed in multiple ways. MailReport has many built-in reports that provide various levels of detail. These reports are available online or sent as PDFs via e-mail.

### Key benefits:



### Important features:

- Reduces risk by minimizing manual data entry
- Imports CAPS and mail.dat files
- Reconciles permit, meter and stamp postage expenditures
- Dramatically cuts reconciliation time and effort
- Generate reports on-demand online
- View real-time information via the Dashboard
- Supports multiple file input
- All data is secure and auditable

Start reconciling postage better with MailReport.



Call 856.727.9372



[www.grayhairsoftware.com](http://www.grayhairsoftware.com)

  
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INC.

## Reconcile postage. Balance the bottom line.



### Complete visibility into postage expenditures.

MailReport allows organizations to see postage expenditures—by client, permit, CAPS account, mailing or account period.



### Simplify the reconciliation process.

With MailReport, mail owners can electronically compare postage statements to lettershop reports with the touch of a button.



### Rely on accurate data.

Manual entry is not required and data is 100% accurate. Information is collected automatically from the USPS.



### Account for all funds.

Spoilage and other factors cause actual costs of a mailing to be different from advanced payments. MailReport identifies discrepancies to reveal excess money in a postage account or permit.



### Reports on demand.

In-depth reports are available for detailed analysis on mail campaigns. MailReport provides the option to save a report as a file so it may be manipulated in a tool such as Microsoft Excel®.

## About GrayHair Software:

GrayHair Software has been an innovator in the mail industry since 2000, developing products to improve and automate the tasks that business mailers routinely perform. Its solutions address critical activities such as postage payment and reconciliation, mail processing and tracking and print production. GrayHair Software offers ongoing client care and fast, professional and informed technical support. For more information, visit [www.grayhairsoftware.com](http://www.grayhairsoftware.com).

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## MailReport delivers complete postage visibility.

**MailReport**

**ABC Company Postage Usage by Mailing**

Division: CRS

Campaign: SUMR MLR

Transaction ID	Trans. Date	Permit #	City & State	Trans. Type	Version	Quantity	Amount
68010306110329UD10	07/08/2005	322	Little Falls MN	3000 First Class	2	123,223	\$3
68013606113633UD10				3000 First Class	4	123,542	\$3
68014006114051UD10				3000 First Class	5	532,704	\$15
68014206114231UD10	07/12/2005	322	Little Falls MN	3000 First Class	8	201,760	\$5
68011010144921UD10	07/13/2005	322	Little Falls MN	3000 First Class	9	486,228	\$14
<b>Total Campaign SUMR MLR :</b>						<b>1,467,457</b>	<b>\$42</b>

Campaign: FALL MLR

Transaction ID	Trans. Date	Permit #	City & State	Trans. Type	Version	Quantity	Amount
6801090213082400L0	09/02/2005	1217	BELLMAWR NJ	3000 First Class	12	236,876	\$7
6801090914051900L0	09/09/2005	1217	BELLMAWR NJ	3000 First Class	11	237,038	\$7
6801091907551000L0	09/19/2005	1217	BELLMAWR NJ	3000 First Class		236,493	\$70,602.86
6801083014331700L0	08/30/2005	1217	BELLMAWR NJ	3000 First Class		237,212	\$70,827.25
6801092314303800L0	09/23/2005	1217	BELLMAWR NJ	3000 First Class		236,617	\$70,626.70
<b>Total Campaign FALL MLR:</b>						<b>1,184,236</b>	<b>\$353,537.48</b>

Campaign: WNTR MLR

Transaction ID	Trans. Date	Permit #	City & State	Trans. Type	Version	Quantity	Amount
6801081110163400L0	11/11/2005	819	LITTLE FALLS MN	3000 First Class	001	202,737	\$60,092.85
6801081215171500L0	11/12/2005	819	LITTLE FALLS MN	3000 First Class	003	218,735	\$64,835.52
6801081215171500L0	11/12/2005	819	LITTLE FALLS MN	3000 First Class	004	218,735	\$64,835.52
6801081215171500L0	11/12/2005	819	LITTLE FALLS MN	3000 First Class	005	218,735	\$64,835.52
6801082416094800L0	11/24/2005	819	LITTLE FALLS MN	3000 First Class	009	285,238	\$83,517.98
6801081514462300L0	11/15/2005	819	LITTLE FALLS MN	3000 First Class	013	90,033	\$26,635.04
6801081613171400L0	11/16/2005	819	LITTLE FALLS MN	3000 First Class	013	125,371	\$36,329.20

**Dashboard**

View the status of time-sensitive information and current reconciliation activities—all in one place.

Active Campaigns: 31 as of 4/5/05

Automatically Matched CAPS Transactions: 158 by MailReport on 4/5/05

Unmatched CAPS Transactions: 28 Total: \$4455.21 Last CAPS download: 4/5/05 at 9:35am

Permit Alert: Permit 122 Expires on 9/5/05, Permit 128 Expires on 9/9/05, Permit 193 Expires on 9/15/05

### Access in-depth reports

Choose from a variety of built-in reports that provide a granular level of detail regarding postage expenditures.