

Action Required	Business Development	<p align="center">Termination of EnviroSmart Recycling Program</p> <p>The company that has provided the EnviroSmart ink jet and cell phone recycling envelope dispensers for our postal lobbies has terminated its recycling programs.</p> <p><u>Required Action</u> (Due Immediately)</p> <ul style="list-style-type: none"> Remove the EnviroSmart recycling envelope dispensers from all postal lobbies. See page 11 of the Retail Digest attachment for an image. Note: The dispensed envelopes are addressed to the Recycling Center in Franklin TN. Recycle the cardboard dispenser. Return the remaining envelopes to the vendor via a Priority Mail Flat Rate box using the Merchandise Return Service label that appears on page 12 of the Retail Digest attachment.
Need to Know	Retail Operations	<p align="center">Selling Multiple Stamps and Merchandise</p> <p>Retail Associates should use the following procedures for entering stamps and merchandise sales into the POS ONE system.</p> <ul style="list-style-type: none"> Sales of up to three of the same item: Scan each item individually. Sales of more than three of the same item, <ol style="list-style-type: none"> Press [Stamps and Merchandise] or [Stamps]. Key the quantity of the item to be sold, then press [Quantity]. Scan the Item barcode or enter the item number then select <Sell by Item Number>. If prompted enter the number of items or press [Enter] to confirm the default quantity.
Need to Know	Money Orders	<p align="center">Acceptable Identification for Money Orders over \$3,000 in Value</p> <p>Postmasters, Supervisors and Retail Associates are reminded that a current government-issued or state-issued picture identification is required for money order purchases of \$3,000 or more in a single day.</p>
Need to Know	Passports	<p align="center">Sony Digital Passport Cameras available from the MDC</p> <p>Effective March 10, 2008, Sony Digital Passport Camera Systems and media will be available from the Material Distribution Center (MDC). In addition to new price reductions on systems and media, Sony is also offering a \$50 Rebate to USPS authorized passport offices that trade-in their old passport cameras for a new Sony system.</p> <p>Authorized passport acceptance facilities should review complete details on the equipment, features, Postal Stocking Numbers (PSN) and pricing on page 13 of the Retail Digest attachment. Authorized locations may order using Touch Tone Order Entry (TTOE) by calling 1-800-273-1509. Please have the Postal Stocking Number(s) ready when placing orders.</p>

The Retail Digest is sent to all employees in retail-related positions at the HQ, Area, District and Post Office levels

Urgent – Reminder: Reminder or update to an urgent message.

Action Required: Time sensitive, requires response by given date.

Need to Know: Standard information that impacts office.

As Information: General info that may improve office operations or sales.