



## A Guide to Shipping With FedEx

This step-by-step guide walks you through the basics of shipping with us. Keep it for reference whenever you need to make a shipment.

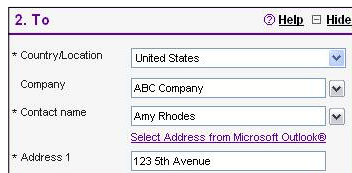
### Step 1: Pack your shipment with care

A properly packed shipment will help ensure your goods arrive intact. If you're shipping via FedEx Express®, packaging is available free of charge. Please note that FedEx Express packaging cannot be used for FedEx Ground® shipments.

### Step 2: Create a shipping label

Use FedEx Ship Manager® at fedex.com to create shipping labels, get rate quotes, schedule pickups, and more. To access, go to **fedex.com** and click on the "Ship" tab.

Using simple-to-use screens, FedEx Ship Manager at fedex.com walks you through the basics of shipping and labeling. Here are a few examples of what you can do online.



2. To Help Hide

\* Country/Location: United States

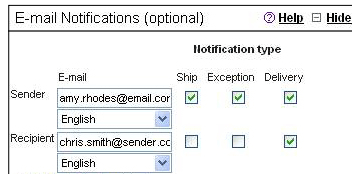
Company: ABC Company

\* Contact name: Amy Rhodes  
[Select Address from Microsoft Outlook®](#)

\* Address 1: 123 5th Avenue

#### Enter recipient information

Enter recipient information. Once contact fields are filled in, save the information in your fedex.com Address Book to save you from filling it out again from scratch.



E-mail Notifications (optional) Help Hide

Notification type			
E-mail	Ship	Exception	Delivery
Sender: amy.rhodes@email.cor English	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Recipient: chris.smith@sender.cc English	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

#### E-mail Notifications

Inform recipients that shipments are on the way, and receive delivery confirmation with E-mail Notifications.



FedEx Express

Ship Date: 02/06/03  
Actual Wgt: 11.0  
System: 20031104NUS0200  
Account: 8100061600

REF: 3-PCS Envelope

DER

Delivery Address Bar Code

#### Print label

Print shipping labels on plain paper.

### Step 3: Send your shipment

Once your shipment is ready, you can schedule a courier pickup online or drop it off at a FedEx location near you.

#### Courier pickup

Courier pickups can be arranged online any time. FedEx Express pickups can be scheduled for the same day or next day. FedEx Ground pickups (including FedEx Home Delivery®) can be scheduled for the next business day or any business day up to two weeks in advance.

#### FedEx locations

Drop off FedEx Express and FedEx Ground packages, pick up shipping supplies, get help and more at FedEx Kinko's Office and Print Centers® and FedEx World Service Center® locations. Plus, find self-service FedEx Express® Drop Boxes (for FedEx Express shipments only) in office buildings, airports, shopping malls, grocery stores and select Post Office locations.

For more help, go to fedex.com and click the "Ship" tab or call us at 1.800.GoFedEx 1.800.463.3339. Remember to have your account number ready!