Use the FedEx Express Package US Airbill for most FedEx Express package shipments within the U.S. except FedEx SameDay®, FedEx® Collect on Delivery (C.O.D.) and FedEx Express freight shipments, which have their own airbills. For more information or to obtain an airbill for your shipment, contact the mailroom at 561-868-3804 or 561-868-3515.

---

1. **Sender Information**
Enter your shipping information. **Include the date, your name and office phone number.** The College’s FedEx Account number should already be pre-printed on the air bill. If not, contact the mailroom at 561-868-3804 or 561-868-3515 or centralreceiving@palmbeachstate.edu.

2. **Internal Billing Reference**
Include your department and mail station, up to 24 characters. This helps us know whom sent what item when the invoice arrives.

---

---
3. Recipient Information
Complete the details for your shipping destination. This includes recipient name, address and phone number. FedEx cannot deliver to P.O. boxes or to P.O. box ZIP codes in the U.S., including U.S. military P.O. box addresses such as APO and FPO.

Note: If you would like us to hold the shipment at a FedEx location for pickup, select the appropriate Hold at FedEx Location option box and enter the FedEx location on the address line of the Recipient Information section. Addresses are available at our drop-off locator.

4. Service
VERY IMPORTANT Indicate which service you are using. 2 or 3 Business Day options are much cheaper for the College. Only select Next Business Day Options if it is truly needed. If no service is marked, FedEx will send your shipment via FedEx Priority Overnight®. If you are unsure, contact the Mailroom for assistance at 561-868-3804 or 561-868-3515.

5. Packaging
Indicate the FedEx Express packaging you are using, or mark "other" if you are using your own packaging.

6. Special Handling and Delivery Signature Options
Mark "Yes" or "No" to indicate whether your shipment contains dangerous goods. If "Yes" per the attached Shipper’s Declaration, include three copies of a Shipper’s Declaration for Dangerous Goods. Restrictions apply for dangerous goods — see the FedEx Express U.S. Terms and Conditions.

This is also where you can choose other special handling options including Saturday delivery (when available) or delivery signature options. Select from these signature options: No Signature Required, Direct Signature or Indirect Signature. Click here for more information on FedEx® Delivery Signature Options.

7. Payment
Bill To: Sender is the most typical selection. If billing to sender, recipient or third party, include the payer's FedEx account number.

RMA/Items being returned to vendor: Be sure indicate if the vendor(recipient) or the College (sender) is to pay for the shipping. Usually the vendor will send a shipping label and/or RMA paperwork that must be provided to our mailroom otherwise the College will end up paying for the shipment.

Put the envelope in your outgoing mail or hand-deliver it to your campus mailroom for processing.

All trademarks are the property of their respective owners.