

# FedEx Express Package US Airbill: for most FedEx Express® shipments

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.

The image shows a FedEx Express Package US Airbill form. The form is divided into several sections, each with a numbered callout:

- 1. Sender Information:** Includes fields for Date (3/1/12), Account Number (9999-9999-9), Shipper Name (Tyler Marlon), Phone (462, 555-1812), Company, Address (1234 Main Street), City (Phoenix), State (AZ), and Zip (85034).
- 2. Internal Billing Reference:** A field for the sender's internal billing reference.
- 3. Recipient Information:** Includes fields for Recipient Name (Liam Riley), Phone (405, 555-8300), Company (Ridgeway Design), Address (2030 Vision Street), City (Atlanta), State (GA), and Zip (30305).
- 4. Service:** Includes checkboxes for various services like FedEx Next Business Day, FedEx Priority Overnight, FedEx Standard Overnight, FedEx 2Day, FedEx Home Delivery, FedEx International Priority, and FedEx International Economy.
- 5. Packaging:** Includes checkboxes for packaging options like FedEx Envelope, FedEx Tube, FedEx Box, and FedEx Mailer.
- 6. Special Handling and Delivery Signature Options:** Includes checkboxes for special handling options like Fragile, Perishable, and Signature Required.
- 7. Payment:** Includes checkboxes for payment options like Cash on Delivery, Credit Card, and Bill Me.

At the bottom of the form, there is a section for Total Packages, Total Weight, and Total Retailer Value, with a total value of 450.00.

1. Sender Information
2. Internal Billing Reference
3. Recipient Information
4. Service
5. Packaging
6. Special Handling and Delivery Signature Options
7. Payment

## 1. Sender Information

Enter your shipping information. **Include the date, your name and office phone number.** The College's FedEx Account number should already pre-printed on the air bill. If not, contact the mailroom at 561-868-3804 or 561-868-3515 or [centralreceiving@palmbeachstate.edu](mailto: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.

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### 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.**

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