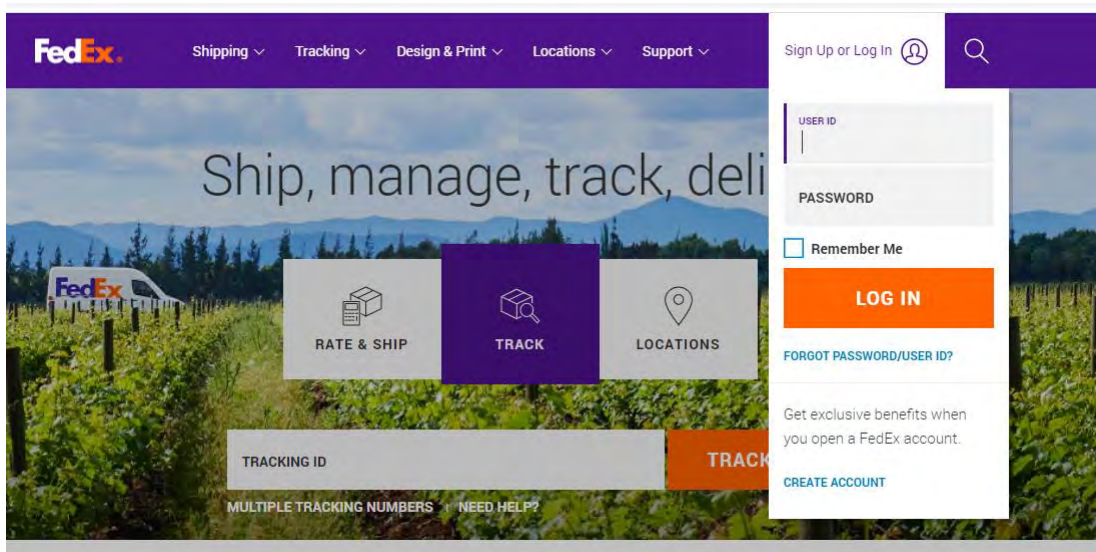
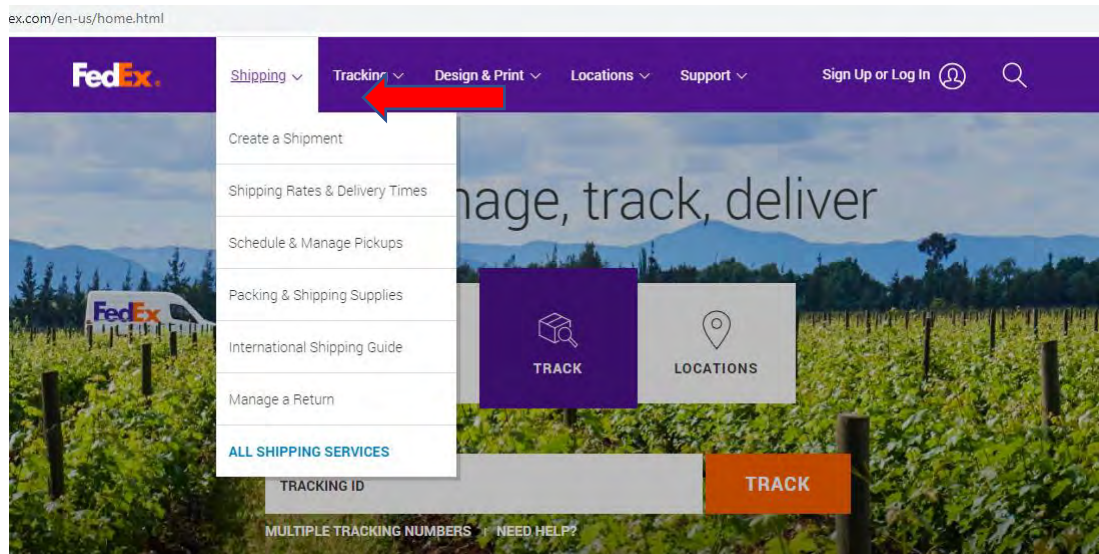


# Mail Out Tips





1. [www.Fedex.com](http://www.Fedex.com)
2. Contact Mail Services for sign up information
3. Create own login
4. Hit shipping tab and create a shipment



\* Denotes required field.

1. From

Help Hide

Saved senders Select

\* Country/Territory United States

Company Select or enter

\* Contact name Jane Doe

\* Address 1 9400 N Central Expy

Address 2 105

\* ZIP 75231

\* City DALLAS

\* State Texas

\* Phone no. 9729253168 ext.

Save as my default address

Save new sender in address book

5. Read over the information and make sure that all your information is correct



2. To

Help Hide

\* Country/Territory United States

Company Select or enter

\* Contact name John Doe

\* Address 1 9400 N Central Expy

Address 2 ste 1000

\* ZIP 75231

\* City DALLAS

\* State Texas

\* Phone no. 9729253168 ext.

[Perform detailed address check](#)

This is a residential address

Save new recipient in address book

6. Fill in the recipients' information on the "To" section



### 3. Package & Shipment Details

[Help](#) [Hide](#)

\* Ship date

\* Number of packages

\* Pricing option  FedEx Standard Rate  
 FedEx One Rate

\* Weight  lbs

Declared Value  U.S. Dollars

\* Service type

\* Package type

Include a return label

7. Choose the **“Ship Date”** (for same day requests, create the shipment before 10am)

Select the **“Number of packages”** (you can put an estimated weight, if its an envelope you can type in “1”)



### 3. Package & Shipment Details

\* Ship date

\* Number of packages

\* Pricing option  FedEx Standard Rate  
 FedEx One Rate

\* Weight  lbs

Declared Value  U.S. Dollars

\* Service type

\* Package type

Include a return label

8. For **“Service Type”** select the type of service you are needing for your package



\* Number of packages

\* Pricing option  FedEx Standard Rate  
 FedEx One Rate

\* Weight  lbs

Declared Value  U.S. Dollars

\* Service type

\* Package type

Include a return label

9. Select the **“Package Type”** needed for your item (if envelopes and/or boxes are needed, they are available at the mail room)

**4. Billing Details** [Help](#) [Hide](#)

\* Bill transportation to:

**!** Alert: Please remember to enter your reference information.

\* LINE CODE:

[More reference fields](#) [Add an account](#)

PO no.:

Invoice no.:

\* Department Name:

10. Your departments **“Line Code”** and **“Department Name”** must be filled in

**5. Complete your Shipment** [Help](#)

Create a **Shipment Profile** to store recipient, package and all other details of this shipment for future use.  
[Send a Mobile Shipping Label](#)

**Please note:**

- Click the Ship button only once. Expect some delay due to transmission time. Do not click Stop or Reload; it may cause a duplicate shipment transaction to occur.
- By clicking the Ship/Continue button, you agree to the [FedEx Ship Manager at fedex.com Terms of Use](#) and the FedEx terms of shipping in the applicable [FedEx Service Guide](#) and the [Shipper's Terms and Conditions for FedEx Express international shipments](#).
- By clicking the Ship/Continue button, you agree that this shipment does not contain undeclared Dangerous Goods. If you are uncertain of whether your shipment contains Dangerous Goods, see the [Help](#) for more information.
- Results provided by FedEx Address Checker are believed to be reliable, but are not guaranteed.
- FedEx makes no warranties, express or implied, regarding Address Checker information.
- Correct completion of shipping documents is the responsibility of the customer.
- If the delivery address is later identified as residential, you could receive a residential surcharge.

**Save for later** **Ship**

11. After all the needed information has been filled, hit the **“Ship”** button to print the Shipping Label for your package



Mail Services  
9400 N. Central Expressway  
Box 107  
Dallas, Texas 75231  
972-925-3168