HOW TO COMPLETE A PAPER FEDEX EXPRESS US AIRBILL

SECTION 1: SENDER INFORMATION
Date: Date you are sending the package.
Sender's FedEx account number: If using a pre-printed air bill, Purdue's FedEx account number will show here. (Note: it has been blanked out on this form). If you are using a non-pre-printed air way bill you can put the sender's FedEx account number here.
Sender's name: Name of the person sending the package. If you are doing the paperwork for someone else, please add your name after theirs. (Example: Mr. John Smith/Patty Turner)
Company line: Please add your building acronym after the pre-printed address. (Example: Purdue Univ-West Lafayette – LILY)
Address line: Add your building's address after the pre-printed address. (Example: 700 Ahlers Dr/915 State Street) Everything else has been pre-printed in this section.

SECTION 2: YOUR INTERNAL BILLING REFERENCE
Write your Purdue departmental billing reference numbers in this section.   This can be the 8 digit fund number and 10 digit cost center number. This can also be a business partner number.

SECTION 3: RECIPIENT INFORMATION:
To: Name of the person or business who is to receive the package.
Phone: Contact phone number for the person or business.   Always try to include a contact phone number.
Company: If going to a business/university, put the business name/university name here. If going to a residence, leave this line blank.
1st Address line: Put the complete physical street address for the recipient, including floor #, suite #, or room #. **NOTE:** If going to a residence, include the apt #, if there is one.
2nd Address line: This line is usually blank, but if you have additional information, such as the building name or #, or dock # put it on this line.
City, State, and Zip lines: Write in the city, state and zip code that the package is going to.

SECTION 4: EXPRESS PACKAGE SERVICE

Not all services listed on the air bill are available to all zip codes. If you select a service that is not available, then your package will be upgraded to the next service available for the zip code you are sending to. (Example: If you select Standard Overnight and that service is not available for your recipient zip code, then your package would be shipped using the Priority Overnight service.) Once you have decided which Express service to use, place an X in the box next to that service.

Here is a breakdown of the different services:

Next Business Day Services:

FedEx First Overnight – Guaranteed to deliver no later than 8:30 am the next business day, usually delivers much earlier than most business are open. This service is not available to all locations and Purdue **DOES NOT** get a discount on this service.   ****Please be aware that the cost of just a FedEx letter envelope can cost about $50 to $80 using this service.

FedEx Priority Overnight - Guaranteed to delivery no later than 10:30 am the next business day to most locations.

FedEx Standard Overnight- Guaranteed to delivery by the end of the next business day to most locations.

2nd or 3rd business day:

FedEx 2-Day AM – delivers in 2 business days, no later than 10:30 am on the 2nd day to most locations.

FedEx 2-Day – delivers in 2 business days, by the end of the 2nd business day to most locations.

FedEx Express – Usually delivers in 3 business days at the end of the 3rd business day to most locations.

5: PACKAGING SECTION:

Place an **X** in the box next to the type of packaging you are using.

If you are **not** using FedEx packaging, then check the box marked "other"

6: SPECIAL HANDLING AND DELIVERY SIGNATURE OPTIONS:

Saturday delivery:

This option is **not** available for Standard Overnight, 2-Day AM, or FedEx Express Saver services.   There is an additional fee charged for this service.

Delivery signature options: (These are for residential deliveries only)

No signature required – the package can be left without getting a signature.

**Please note that most packages going to business offices, universities, or companies, will have someone sign for all packages delivered to them. There is no additional fee for this option

Direct Signature – This is for residential deliveries where the FedEx driver will obtain a signature from the recipient at the point of delivery. There is a fee for this service.

Indirect (Adult) Signature – This applies to residential deliveries – where a neighbor or anyone over 18 years of age can sign for the package if the recipient is not at home. There is a fee for the service.

Dangerous goods section:

If your box **does not** contain any dangerous goods, chemicals or dry ice, place an X in the box next to "NO".

If your box **does** contain dangerous goods, chemicals, or dry ice, you should contact REM for assistance.

**Special training is required to be able to package and ship any dangerous goods including dry ice.

Please contact REM concerning any dangerous goods, chemical, or dry ice shipments.

SECTION 7: PAYMENT:

Place an X in the box representing how payment will be made for your package.

Explanation of payment choices:

Check Sender – If the transportation charges are being paid for by Purdue, put a check mark in this box.

Check Recipient – If the transportation charges are being paid for by the recipient of the package. Put a checkmark in this box and you will need to list the recipient's FedEx account number on the next line.

Check Third Party – If the transportation charges are being paid for by a company or someone other than the sender or recipient, put a checkmark in this box.   You will need to list the third party FedEx account number on the next line.

Check Credit Card – If the transportation charges are being paid for by credit card, put a checkmark in this box. You will need to list the credit card number and the expiration date on the next line.

Cash/Check – This is **not** an option to use, when filling out a pre-printed Purdue air bill.

Total Packages – list how many packages you are shipping.

Total Weight – If you know the weight, you can fill it in, otherwise, the shipping room will add the weight.

Total Declared Value – If you are declaring a value for your package write the amount (in whole dollars) here. The maximum declared value that can be put on a single FedEx package is $50,000. The maximum declared value for a FedEx envelope is $500. There are additional fees charged when the declared value is over $100.

NOTE: if the item you are shipping is a capital asset (inventoried piece of equipment) valued at $5000 or greater, then a property off campus form needs to be submitted. Once submitted, the capital asset is covered under Purdue's insurance policy.

Shipping Tips:

1. Always complete all the sections of the FedEx paper air bill before attaching it to your package.

2. To reduce the possibility of damage to your package during the handling and transit process, try to select the best-fitting box for your item(s), and add bubble wrap, styrofoam peanuts, or packing paper to make sure that your item(s) cannot move around inside the box. The shipping room carries a variety of FedEx packaging that can be requested via a supply request form.

3. Please be sure to tape the box flaps securely, both on the top and bottom of your package using the "H" pattern of taping.

4. Don't over pack your box. Instead of one big box at 60 pounds, try 2 smaller boxes at 30 pounds each. This will not change the cost of shipping your items and the boxes may travel better through the handling process.

5. The box you select **must** be big enough for the FedEx paper air bill to lay flat across the top or flat on a side of the box. If you have a small package, consider sliding it a FedEx pak and attaching the air bill to the outside of the pak, rather than wrapping it around the smaller box.

6. When you use a FedEx clear plastic sleeve/pouch for the air bill, please be sure to use the domestic sleeve/pouches. The zip lock sleeves/pouches are for International air bills only.

For help with shipping questions or concerns, please contact:

MMDC shipping room

Phone: 765-494-7103

MMDCshipping@purdue.edu