

FedEx Airbills:
Insert YOUR Name & Phone#.
Insert YOUR Acct# in "Billing Reference" field.

| From Please print and press hard.  Date Sender's FedEx Account Number Mail Services  Pre-printed avail from DHSU Mail Services  | 4 Express Package Service *To most locations. Packages up to 150 lbs. For packages over 150 lbs., see the February Conference over 150 lbs., see the February Conference over 150 lbs.   |
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| Sender's Phone ( )  | Next Bissiness Day  FedEx First Overnight  FedEx 2Day A.M. Stood business coving, delays to select Month of the Stord business and the Stord business coving.  Stood business coving.  |
| Preprinted DHSU   | FedEx Priority Overnight  Next business merins; "Friety eligenerits will be obtained an Aborday critical Strategy Delivery priority business of the Conference of the Conferen |
| Address Preprinted DHSU   | FedEx Standard Overnight Next business althrows. Saundey blockeys VIGT warlable.  FedEx Express Saver Next Dusiness day. Saver Victor warlable. Saver Victor |
| Preprinted DHSU State ZIP   | 5 Packaging *Declared value limit \$500.   |
| Your Internal Billing Reference   | FedEx Envelope* FedEx Pak* FedEx FedEx Tube Other  |
| To Recipient's Value Phone ( )  | 6 Special Handling and Delivery Signature Options Free may spelp, See the FutEx Service Oulds.  Saturday Delivery.  Saturday Delivery.  107 evail to Freet Sandard Overnight, Fedds 20ny AM., or FutEx Express Servic.   |
| Company  Address  Legistrocture to PO, Jones or PO, 27P codes.  Dept. Reconstitution  Dept. Reconstitution  Address  Address  Dept. Reconstitution  Address  Dept. Reconstitution  Address  Dept. Reconstitution  Address | No Signature Required prices Signature indirect Signature indirect Signature in earlier signa |
| Address   | Restrictions applyed drargeman goods—are the accument holds. Service Builds.  7 Payment Bill to:  Start Feel Acct. No. bellow.  Start Feel Acct. No. bellow.  Third Party  |
| Ship it. Track it. Pay for it. All online.  | Total back to the total weight Total Declared Value*  Total Packages Total Weight Total Declared Value*  Total Packages Total Weight Total Declared Value*  Total Packages Total Weight Total Packages Total Weight Total Declared Value*  Total Packages Total Weight Total Declared Value*  Total Packages Total Weight Total Declared Value*  Total D |

- Write CLEARLY. Use Ball Point Pen & penetrate all airbill copies.
- All Affiliates have been given a unique reference number (Call Mail Services Supervisor X-1175 if you don't know yours).
- DMC Mail Services will enter the reference # for personal shipments which must be paid for in advance. Items will NOT be sent out until Bursar receipt is presented.

State Accts: Use Your Depts full 8 digit acct# (no dashes).

CALL YOUR DEPT HEAD IF YOU DON'T KNOW YOUR 8 DIGIT ACCT#

RF Grant Accts: Use full 14 digit Acct# PPPPPPTTAAAAA

P=Project#, T=Task#, A=Award#

Same applies to State and RF Reqs for meter postage services (certified, large mailings, etc..). For State Accounts Use full 8 digit State acct# in the "charge to" section.