## FedEx Airbills:

Insert YOUR Name \& Phone\#.
Insert YOUR Acct\# in "Billing Reference" field.


- 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\# PPPPPPPTTAAAAA<br>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.

