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Service Guide

Labels and Documentation

You can create labels either using our portfolio of electronic shipping tools or manually, plus learn how to complete other required shipping documents.

[View the FedEx Service Guide PDF](#)[Share](#)[Choose a Service](#)[Add Special Options](#)[Ship Dangerous Goods](#)[Prepare Your Shipment](#)[After You Ship](#)

Labels and documentation

Creating your shipping labels and shipping documentation is easy — and nearly automatic — with FedEx.

Ready to ship?

[Ship now ►](#)

Electronic shipping tools

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Documents for U.S. shipments

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Documents for international shipments

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FedEx® International Air Waybill: for most FedEx Express® shipments

This air waybill is for most FedEx Express U.S. export package shipments up to 150 lbs., including shipments to and from Puerto Rico. Use the [FedEx® Expanded Service International Air Waybill](#) for shipping freight, dangerous goods, FedEx International Broker Select® and other shipments.

- Use [FedEx Ship Manager®](#) at [fedex.com](#) to prepare documents online.
- Order preprinted air waybills [online](#) or by calling **1.800.GoFedEx 1.800.463.3339** (say "order shipping supplies").
- Complete customs documentation quickly and accurately with [FedEx International Document Assistance®](#).
- FedEx® International Next Flight and FedEx International MailService® use their own air waybills.

FedEx International Air Waybill

1. Sender Information

From: Please print and print last
Date: 4/11/16
Sender's FedEx Account Number: 9999-9999-9
Search Name: Eva O'Abate
Phone: 214-555-1496
Company: Specialties, Inc.
Address: 249 Walnut Lane
City: Dallas State: TX
Country: USA ZIP: 75229
Email: eobate@gmail.com
Fax: 214-555-1496
Billing Reference: PD 71569

2. Recipient Information

To: Recipient's Name: Tim Roth
Company: The Fuller Company
Address: 40 Wellington Court
City: Crawley State: West Sussex
Country: United Kingdom ZIP: RH11 9BP
Email: t.roth@fuller.com
Fax: 44 (0)1293 4444 22

3. Shipment Information

Ship From: Dallas, TX Ship To: Crawley, UK
Weight: 15.00 LBS 1.00 OZ
Volume: 1.00 CBM
1-men's knitted sweater, 100% cotton 6110.20 USA \$100
3-men's knitted sweaters, 100% cashmere 6110.12 USA \$600

4. Service

Express Package Service
FedEx Int'l. First
FedEx Int'l. Priority
FedEx Int'l. Economy

5. Packaging

FedEx Envelope
FedEx Mailer
FedEx Tube
FedEx Box
FedEx Pallet

6. Special Handling and Delivery Signature Options

Signature Required
Signature Required for Delivery
Signature Required for Delivery and Return Receipt

7. Payment

Payment Method: Account
FedEx Account Number: 9999-9999-9

8. Required Signature

Signature: Eva O'Abate

1. Sender Information
2. Recipient Information
3. Shipment Information
4. Service
5. Packaging
6. Special Handling and Delivery Signature Options
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8. Required Signature

1. Sender Information

Enter your shipping information. This includes the address you are shipping from, your name, your phone number, your email address and your FedEx account number. If you need a FedEx account number, [register](#) for one now.

Internal billing reference: To help with your records, use this optional area for your internal shipping numbers or codes. We'll print the first 24 characters of this code on your invoice.

2. Recipient Information

Complete the details for your shipping destination. This includes recipient name, address, phone number and email address. Check the Residential Delivery box if the recipient's address is a residence. You may send certain international shipments (including Puerto Rico shipments) to P.O. box addresses, if you include a telephone, fax or telex number. FedEx cannot deliver to U.S. military P.O. box addresses such as APO and FPO.

3. Shipment Information

- **Commodity Description.** Be specific and detailed. Indicate whether the shipment is not for resale. List each commodity separately. Use the Commercial Invoice for any description details that don't fit on the air waybill.
- **Harmonized Code.** Go to [FedEx® Global Trade Manager](#) or call **1.800.GoFedEx 1.800.463.3339** and say "international services" for information.
- **Total Value for Customs.** Enter the selling price or fair market value (even if not sold or for resale) of your shipment contents. It must agree with the number on your Commercial Invoice.
- **Total Declared Value for Carriage.** Must not exceed the "Total Value for Customs" amount.
- **U.S. Export Section.** Indicate the specific government regulation that exempts your shipment from the Electronic Export Information filing requirement, or indicate your AES Proof of Filing citation.

4. Service

Indicate your choice of international service. If no service is marked, we will send your shipment via [FedEx International Priority®](#).

5. Packaging

Indicate the type of FedEx Express packaging you are using, or mark "other" if you are using your own packaging.

6. Special Handling and Delivery Signature Options

Choose special handling options including Saturday [delivery](#) (when available), [Hold at Location](#) or delivery signature options. Select from these signature options: Direct Signature or Indirect Signature. Click [here](#) for more information on FedEx® Delivery Signature Options.

7. Payment

Select a method of payment and provide the appropriate FedEx Express account number or credit card number.

- If billing to sender, recipient or third party, include the payer's FedEx account number.
- If the recipient or third party fails to pay shipping charges, duties and taxes, the sender is responsible for payment.

8. Required Signature

Sign your air waybill here.

FedEx® Expanded Service International Air Waybill: for FedEx Express® shipments including freight, dangerous goods and specialized services



Certificate of Origin: a record of where the products you ship were manufactured +

NAFTA Certificate of Origin: for eligible shipments to Canada and Mexico +

Commercial Invoice: required for most international shipments +

Electronic Export Information (EEI): options for filing government-required EEI +

FedEx International Ground® package preparation: documentation requirements +

FedEx Ground barcode label (international) +

FedEx Ground Declared Value Shipment Form: for use with preprinted labels +

FedEx IATA (023) Air Waybill: for FedEx International Premium® and air cargo shipments +

FedEx Freight Bill of Lading: for FedEx Freight® shipments +

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