

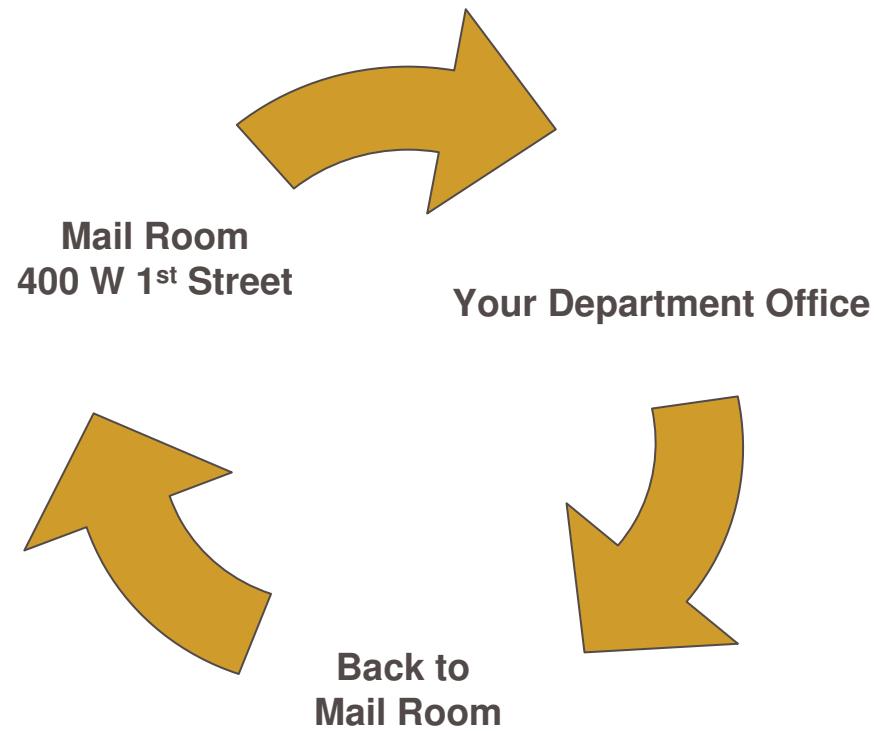


DISTRIBUTION SERVICES

[WAREHOUSE OPERATIONS]

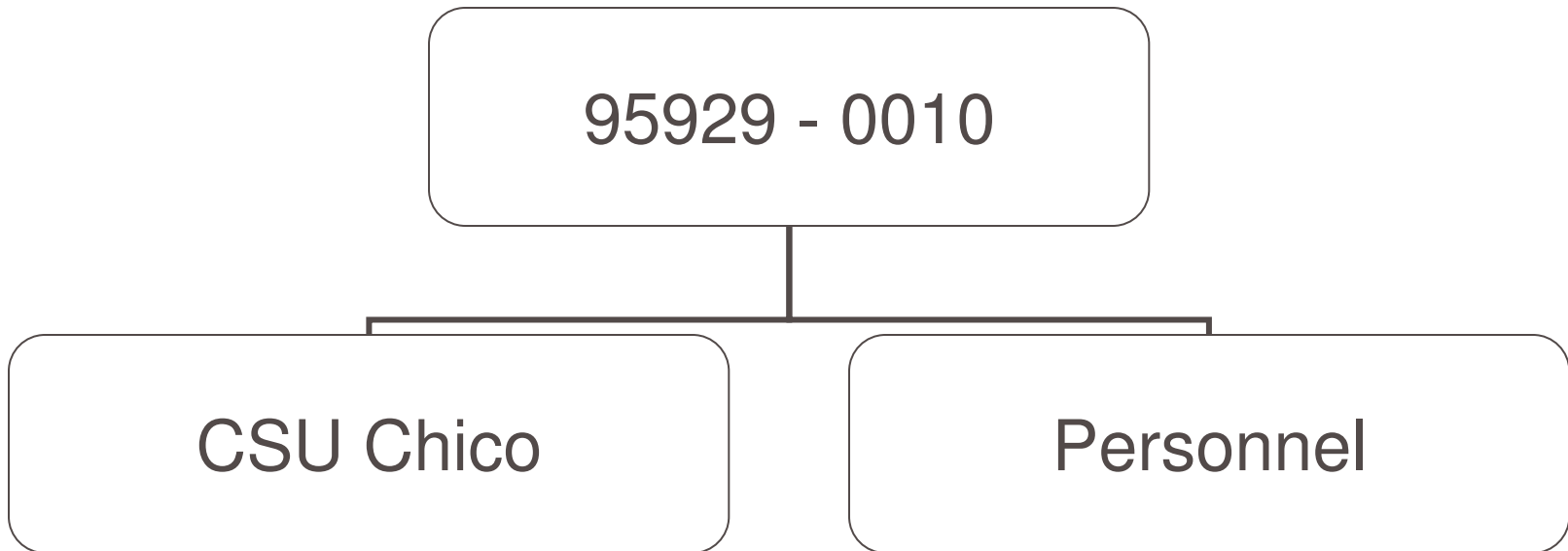
- MAIL ROOM
 - First class Letters, Flats, and International
 - USPS, FedEx, UPS, or DHL?
- SHIPPING & RECEIVING
 - UPS
 - Office Max

[OUR MAIL SYSTEM]



[FIVE + FOUR]

- Our five digit zip code is 95929
- Your four digit zip code is specific to your department



[ADDRESSING YOUR MAIL]

■ From

- Your Name
- Department
- California State University Chico
- Chico, CA 95929-0123

■ To

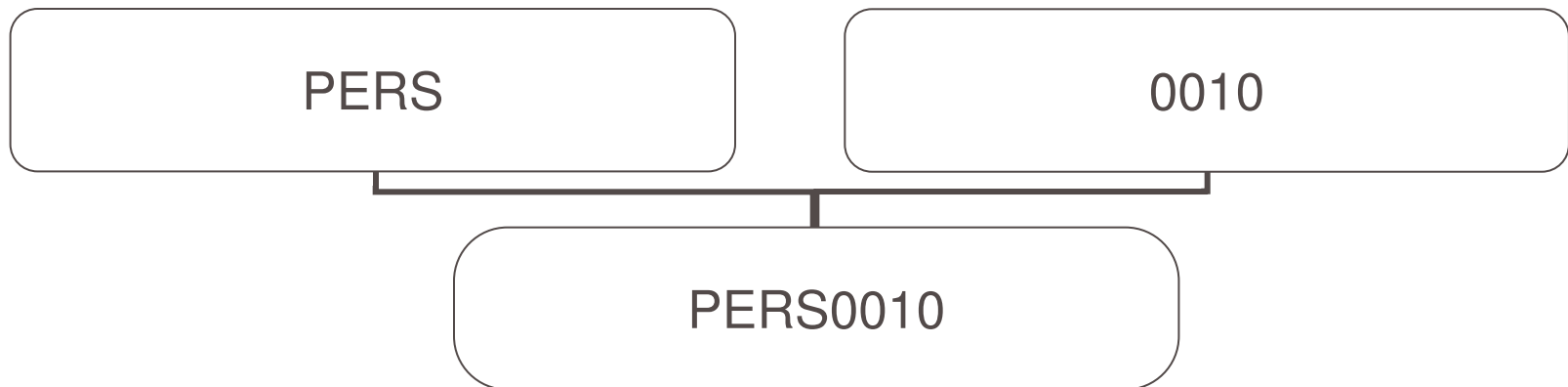
- Name
- Company Name
- Unit or Apartment
- Street Address
- City, State Zip code

[ON CAMPUS MAIL]

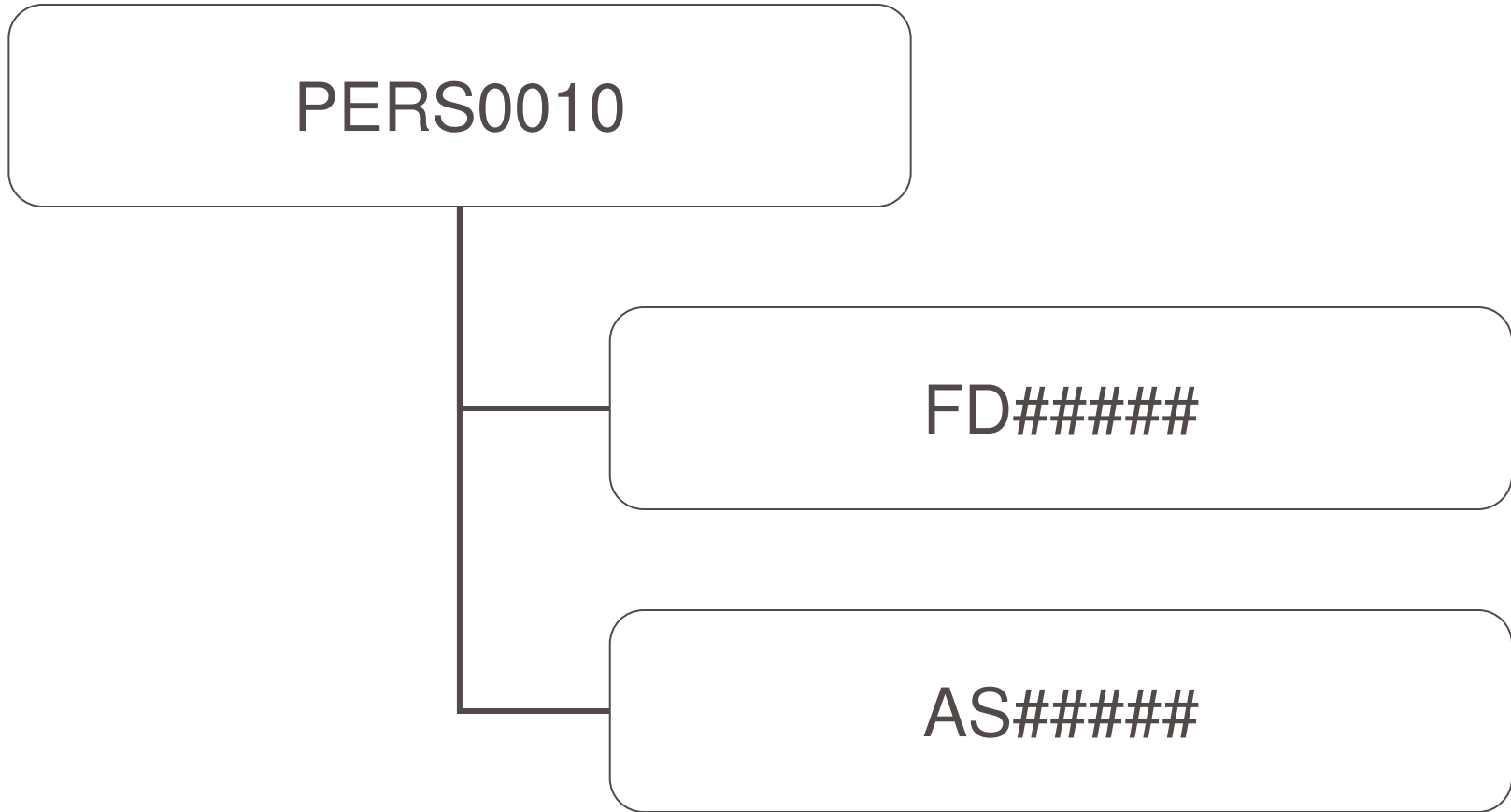


[WHO PAYS FOR MY MAIL]

- Department + 4 digit Zip = Bagcode



[SUB ACCOUNTS]



[MAIL ROOM INFORMATION]

- Phone extension 5326
- <http://www.csuchico.edu/wos/>

[SHIPPING & RECEIVING]



[SHIPPING METHODS]

- UPS
- FedEx
- DHL
- Golden State

[SHIPPING UPS]

- Website
- Fill out and print shipping request
- Call for pickup

FedEx US AIRBILL

Filling Out a Preprinted FedEx Domestic US Airbill

Enter the Date

[SECTION 1]

Enter the Sender's Name

[SECTION 2]

Enter the CSU,
Chico Mail Bag Code

[SECTION 3]

Enter the Recipient's information

FedEx US Airbill Express 1234 5678 9010		0200 Sender's Copy
1 From (Sender's Name) Date: 1/01/2007 Sender's FedEx Account Number: 1065-8630-6 Shipper's Name: Paul Zingg Phone: (530) 898-5115 Company: CHICO STATE UNIVERSITY Address: 1205 WEST 7TH STREET City: CHICO State: CA ZIP: 95929		4a Express Package Service <input type="checkbox"/> FedEx Priority Overnight <input type="checkbox"/> FedEx Standard Overnight <input type="checkbox"/> FedEx First Overnight <input type="checkbox"/> FedEx 2Day <input type="checkbox"/> FedEx Express Saver <input type="checkbox"/> FedEx 3Day Freight <input type="checkbox"/> FedEx 1Day Freight
2 Your Internal Billing Reference (Internal reference will appear on invoice)		4b Express Freight Service <input type="checkbox"/> FedEx 1Day Freight <input type="checkbox"/> FedEx 2Day Freight <input type="checkbox"/> FedEx 3Day Freight
3 To Recipient's Name: Company: Recipient's Address: Address: City: State: ZIP:		5 Packaging <input type="checkbox"/> FedEx Envelope <input type="checkbox"/> FedEx Pak <input type="checkbox"/> FedEx Box <input type="checkbox"/> FedEx Tube <input type="checkbox"/> Other
Undeliverable to a PO Box		6 Special Handling <input type="checkbox"/> SATURDAY Delivery <input type="checkbox"/> HOLD Holiday <input type="checkbox"/> HOLD Weekday <input type="checkbox"/> HOLD Saturday <input type="checkbox"/> HOLD Location
Payment: Bill to: Sender: Recipient Third Party Credit Card Cash/Check		7 Payment Bill to: Sender Recipient Third Party Credit Card Cash/Check
Ship and track packages at fedex.com Simplify your shipping. Manage your account. Access all the tools you need.		8 Residential Delivery Signature Options <input type="checkbox"/> No Signature <input type="checkbox"/> Direct Signature <input type="checkbox"/> Indirect Signature

[SECTION 4a]

Choose your package service (up to 150 lbs.)

OR

[SECTION 4b]

Choose your freight service (over 150 lbs.)

[SECTION 5]

Choose the type of packaging

[SECTION 6]

Choose a type of special handling (if needed)

[SECTION 7]

Choose whom you want to bill this item to (However, you do not need to fill out the weight)

[SECTION 8]

If Residential Address, choose your signature option

FedEx INTERNATIONAL AIRBILL

Filling out a Preprinted
FedEx International Air Waybill

Enter the Date

[SECTION 1]

Enter the
Sender's Name

[SECTION 2]

Enter the
Recipient's
Information

[SECTION 3]

Provide a *DETAILED*
description of the
items to be shipped

FedEx International Air Waybill
Expires 12/31/2006

1/01/2007
1065-8630-6
Paul Zingg
530 898-5115
Chico State University
1205 West 7th Street
Chico CA 95929
US

4 Express Package Services
5 Packaging
6 Special Handling
7a Payment: All transportation charges to:
7b Payment: All duties and taxes to:
8 Internal Billing Reference: PRES150
9 Required Signature

Item No.	Quantity	Description	Weight	Dimensions	Country of Origin	Country of Destination

1234 5678 901C 0402

Ship and track packages at fedex.com

[SECTION 4]

Choose your package
service (up to 150 lbs.)

[SECTION 5]

Choose the type of
packaging

[SECTION 6]

Choose a type of special
handling (if needed)

[SECTION 7a]

Choose to whom you wish
the *Transportation* charges
will be billed to

[SECTION 7b]

Choose to whom you wish
the *Duties & Taxes* charge
will be billed to

[SECTION 8]

Enter the CSU, Chico
Mailbag Code

[SECTION 9]

SIGNATURE REQUIRED

[PROPERTY MANAGEMENT]

- Sensitive Items
- \$500.00
- Capital Property

[ADDITIONAL INFORMATION]

- Warehouse Operations ext. 4320
- Mail Room ext. 5326
- Shipping / Receiving ext. 5115
- <http://www.csuchico.edu/wos/>