



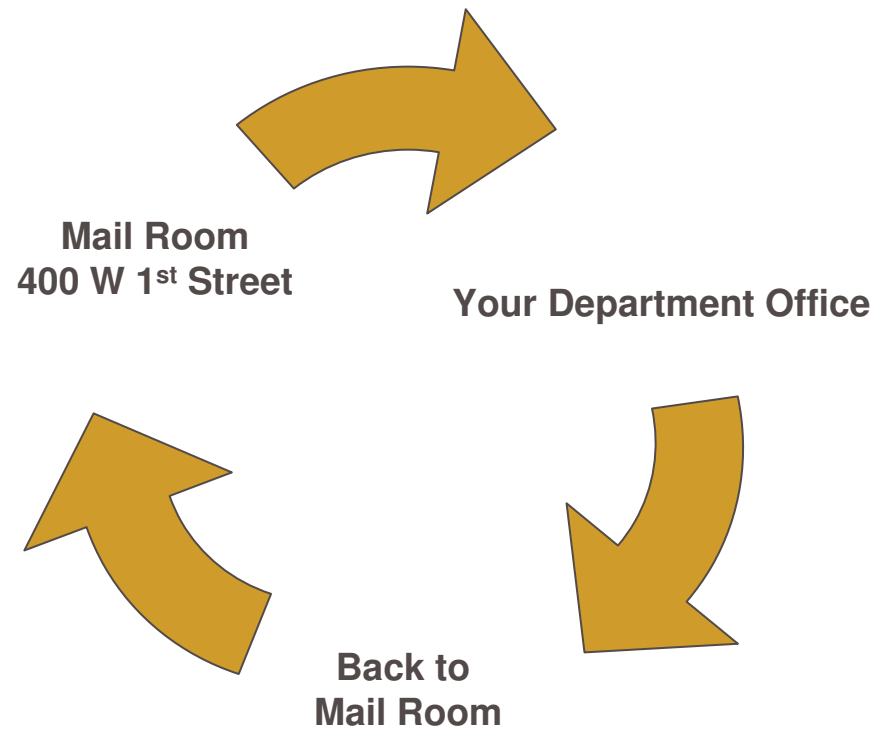
# DISTRIBUTION SERVICES

# [ WAREHOUSE OPERATIONS ]

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

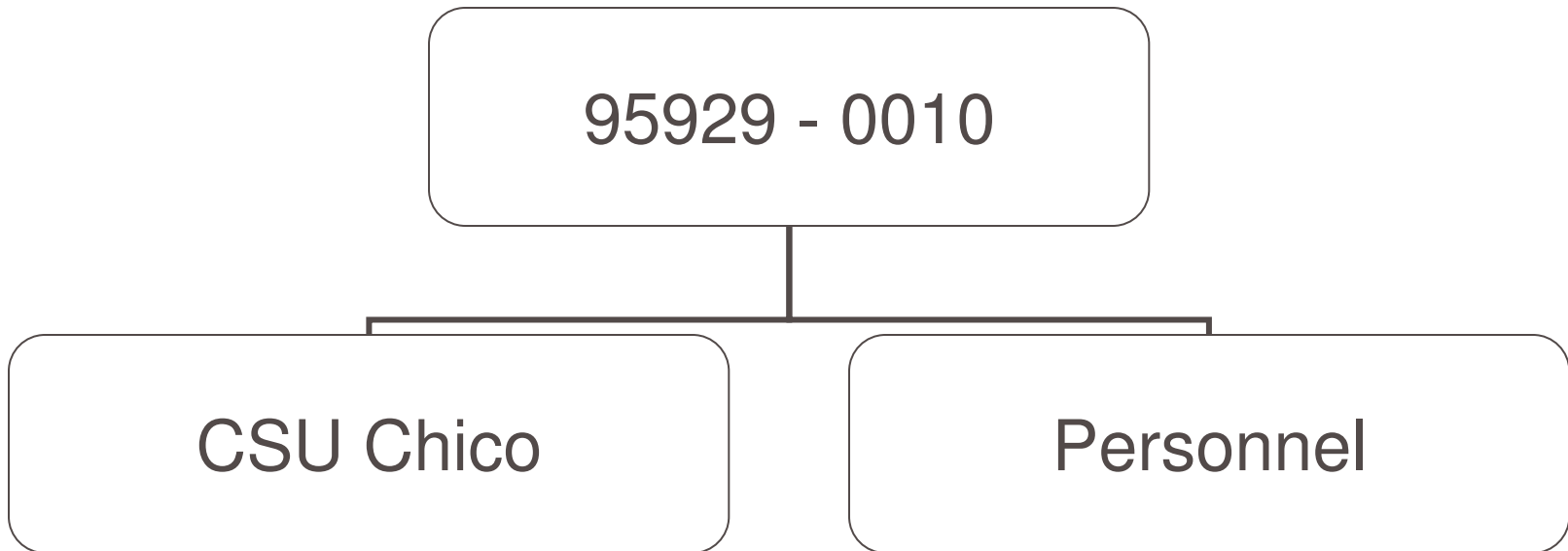
# [ OUR MAIL SYSTEM ]

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# [ 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

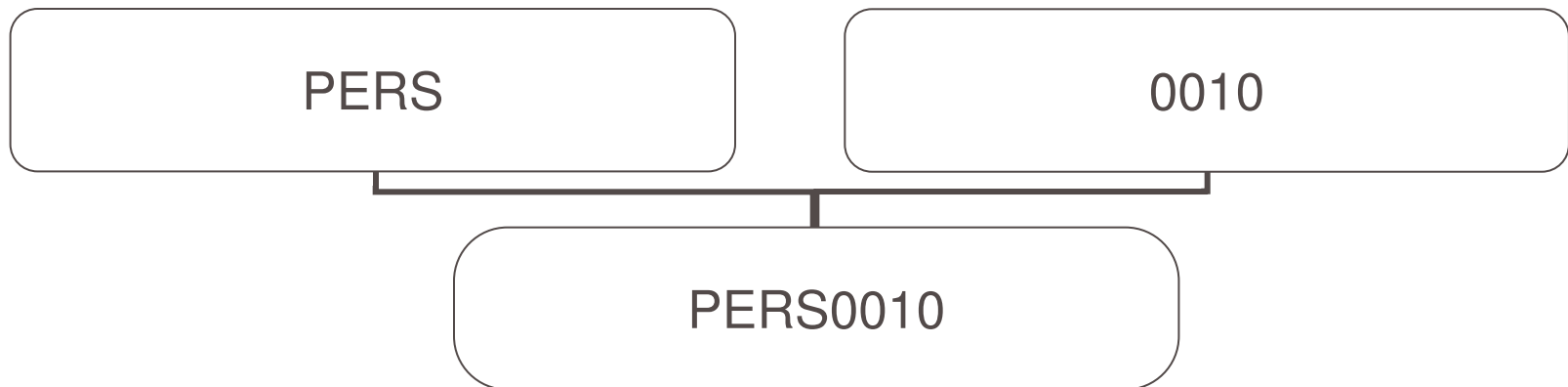
# [ ON CAMPUS MAIL ]

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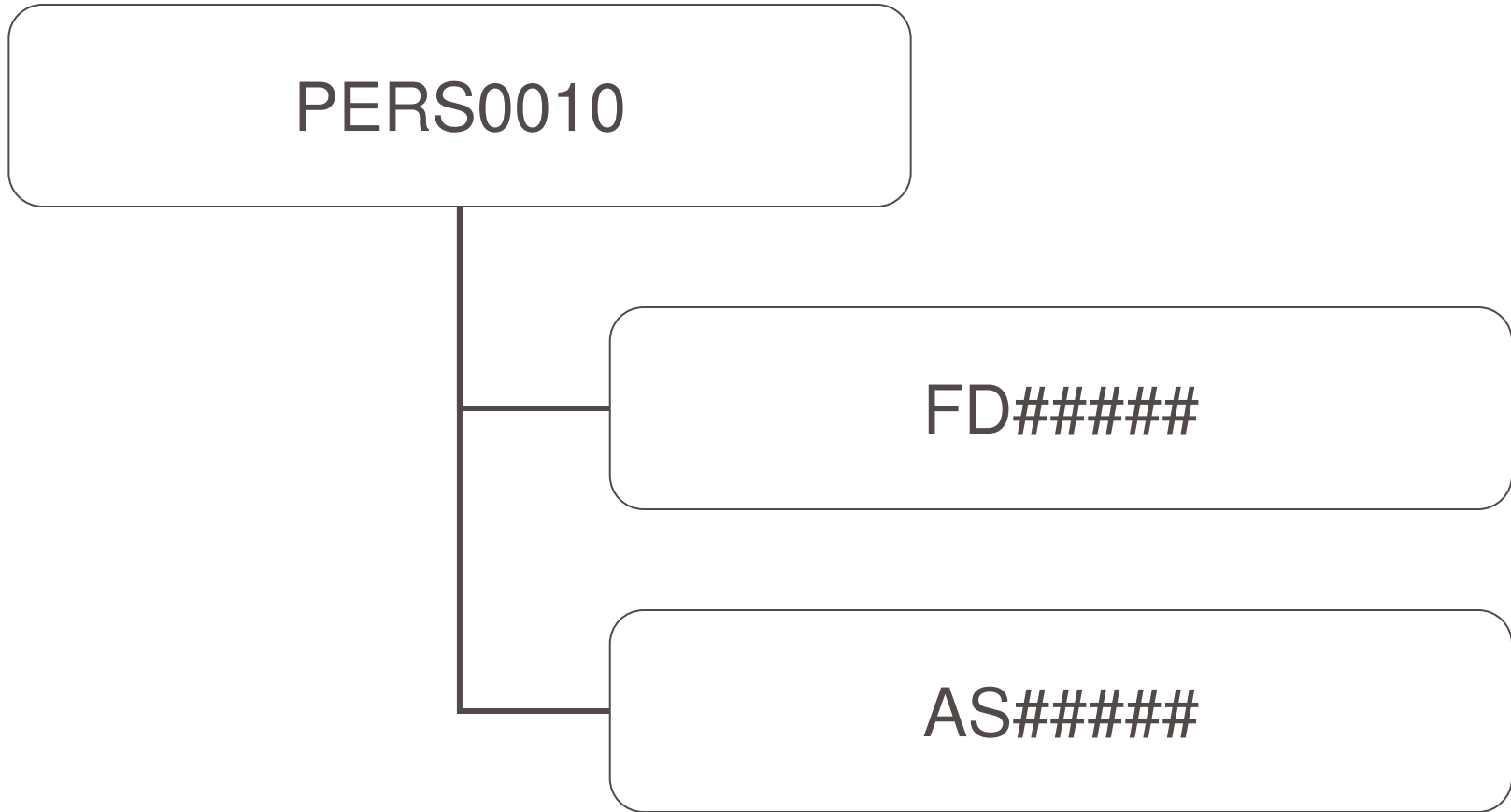


# [ WHO PAYS FOR MY MAIL ]

- Department + 4 digit Zip = Bagcode



# [ SUB ACCOUNTS ]



# [ MAIL ROOM INFORMATION ]

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

# [ SHIPPING & RECEIVING ]



# [ SHIPPING METHODS ]

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- UPS
- FedEx
- DHL
- Golden State

# [ SHIPPING UPS ]

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- 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

Sender's FedEx Account Number: 1234 5678 9010

1 From: Date: 1/01/2007 Sender's Name: Paul Zingg Phone: (530) 898-5115

Company: CHICO STATE UNIVERSITY

Address: 1205 WEST 7TH STREET

City: CHICO State: CA ZIP: 95929

2 Your Internal Billing Reference: PRES150

3 To Recipient's Name: Company: Undeliverable to a PO Box

Recipient's Address: Address: City: State: ZIP:

4a Express Package Service:  FedEx Priority Overnight  FedEx Standard Overnight  FedEx First Overnight

4b Express Freight Service:  FedEx 1Day Freight  FedEx 2Day Freight  FedEx 3Day Freight

5 Packaging:  FedEx Envelope  FedEx Pak  FedEx Box  FedEx Tube  Other

6 Special Handling:  SATURDAY Delivery  HOLD Weekday at FedEx Location  HOLD Saturday at FedEx Location

7 Payment: Bill Me  Recipient  Third Party  Credit Card  Cash/Check

8 Residential Delivery Signature Options:  No Signature  Direct Signature  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

2 To Recipient's Name  
Address  
City  
State  
Country  
ZIP Postal Code

3 Shipment Information  
Total Packages  
Total Weight  
Commodity Description  
Special Handling

4 Express Package Services  
FedEx 1 Day  
FedEx 2 Day  
FedEx 4 Day  
FedEx 5 Day  
FedEx International Priority  
FedEx International Economy  
FedEx International First  
FedEx International Bulk Mail

5 Packaging  
FedEx Box  
FedEx Pak  
FedEx Tube  
FedEx Mailer  
FedEx Mail Bag  
FedEx Mail Box  
FedEx Mail Station  
FedEx Mail Stop  
FedEx Mail Point  
FedEx Mail Room  
FedEx Mail Station  
FedEx Mail Stop  
FedEx Mail Station

6 Special Handling  
HOLD at FedEx Location  
SATURDAY Delivery  
Signature Required  
Signature Required - Adult  
Signature Required - Restricted  
Signature Required - Restricted (over 18)

7a Payment: All transportation charges to:  
Sender Account  
Recipient  
Third Party  
Cash  
Check  
Credit Card

7b Payment: All duties and taxes to:  
Sender Account  
Recipient  
Third Party  
Cash  
Check  
Credit Card

Internal Billing Reference: PRES150

Required Signature: [Signature Line]

SHIP

1234 5678 9010 0402

Ship and track packages at fedex.com

Questions? Go to our Web site 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 ]

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- 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/>