

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

Filling Out a Preprinted FedEx Domestic US Airbill

1 From (Sender's FedEx Account Number) **1/01/2007** **Paul Zingg** **1234 5678 901C**

2 Year Internal Billing Reference **1065-8630-6**

3 To (Recipient's Name) **CHICO STATE UNIVERSITY** **1205 WEST 7TH STREET** **CHICO CA 95929** **PRES150**

Undeliverable to a PO Box

4a Express Package Service **0200** **Sender's Copy**

5 Packaging **FedEx Envelope*** **FedEx Flat*** **FedEx Tube** **Other**

6 Special Handling **Specialty Delivery** **HOLD Weekday at FedEx Location** **HOLD Saturday at FedEx Location**

7 Payment **Bill Me** **Account** **Third Party** **Credit Card** **Cash/Check**

8 Residential Delivery Signatures Options **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

