

How to Complete the FedEx International Air Waybill

When completing a FedEx International Air Waybill please type or print clearly, pressing hard with a ball-point pen and complete in English.

The image shows a sample FedEx International Air Waybill form. It is divided into several sections:

- 1 From:** Please print and press hard. Sender's FedEx Account Number: 7416-3417-4. Sender's Name: PATRICK SMITH. Phone: 612-9045 4679. Company: FIRST DESIGN CO.LTD. Address: UNIT 6, 1307 BOTANY ROAD, MASCOT, AUSTRALIA. ZIP Postal Code: NSW 2020.
- 2 To:** Recipient's Name: JANE YARWOOD. Phone: 901-635 1234. Company: COMPUTER LABELS INC. Address: 1465 OAKLAND AVENUE, INTERSTATE INDUSTRIAL PARK, MEMPHIS, TN, USA. ZIP Postal Code: 38200.
- 3 Shipment Information:** Total Packages: 1. Total Weight: 2.000 kg. Commodity Description: ARTWORK FOR PRINTING. Harmonized Code: AU. Value for Customs: AUD300.
- 4 Express Package Service:** Packages up to 50kg / 110 lb. Selected: FedEx Int. Priority. Other options: FedEx Int. First, FedEx Int. Economy, Other.
- 5 Packaging:** Selected: FedEx Envelope, FedEx Flat, FedEx Tube, FedEx Bag, FedEx Bag Box, Other.
- 6 Special Handling:** Selected: HOLD at FedEx Location, SATURDAY Delivery, Signature Required.
- 7 Payment:** Bill transportation charges for: Sender, Recipient, Party, Cash. Check/Charge.
- 8 Your Internal Billing Reference:** Field for internal reference.
- 9 Required Signature:** Signature: Smith.

At the bottom, there is a barcode and tracking information: 8034 8429 7415, 0402. A box says "Ship and track packages at fedex.com".

1. Sender Information

Add your address details, phone and FedEx account number.

2. Recipient

For reliable delivery, full and clear details are imperative.

3. Shipment Information

Commodity Description: Be specific and detailed. List each commodity separately. Use the Commercial Invoice for any description details that don't fit on the air waybill.

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.

4. Express Package Services

Indicate your choice of service. If no service is marked, we will send your shipment via FedEx International Priority.

5. Packaging

Indicate your choice of packaging.

6. Special Handling

Check the box for required special handling instructions.

7. Payment

a. Bill Transportation Charges

Select a method of payment and provide the appropriate FedEx Express account number or credit card number. If recipient or third party fails to pay transportation charges, the sender is responsible for payment.

b. Bill Duties and Taxes

Any international shipment can be subject to duties and taxes at destination. If the shipper fails to indicate on the Air Waybill the payer of duties and taxes, the consignee will automatically be billed for such charges. If the consignee or any third party indicated by the shipper on the Air Waybill to pay the duties and taxes fails to do so, the shipper is responsible for payment.

8. Your 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 on your invoice.

9. Required Signature

Finally sign the Air Waybill, remove the sender's copy and place the remaining copies with your shipment.

* A Commercial Invoice is required for all international shipments except documents.