

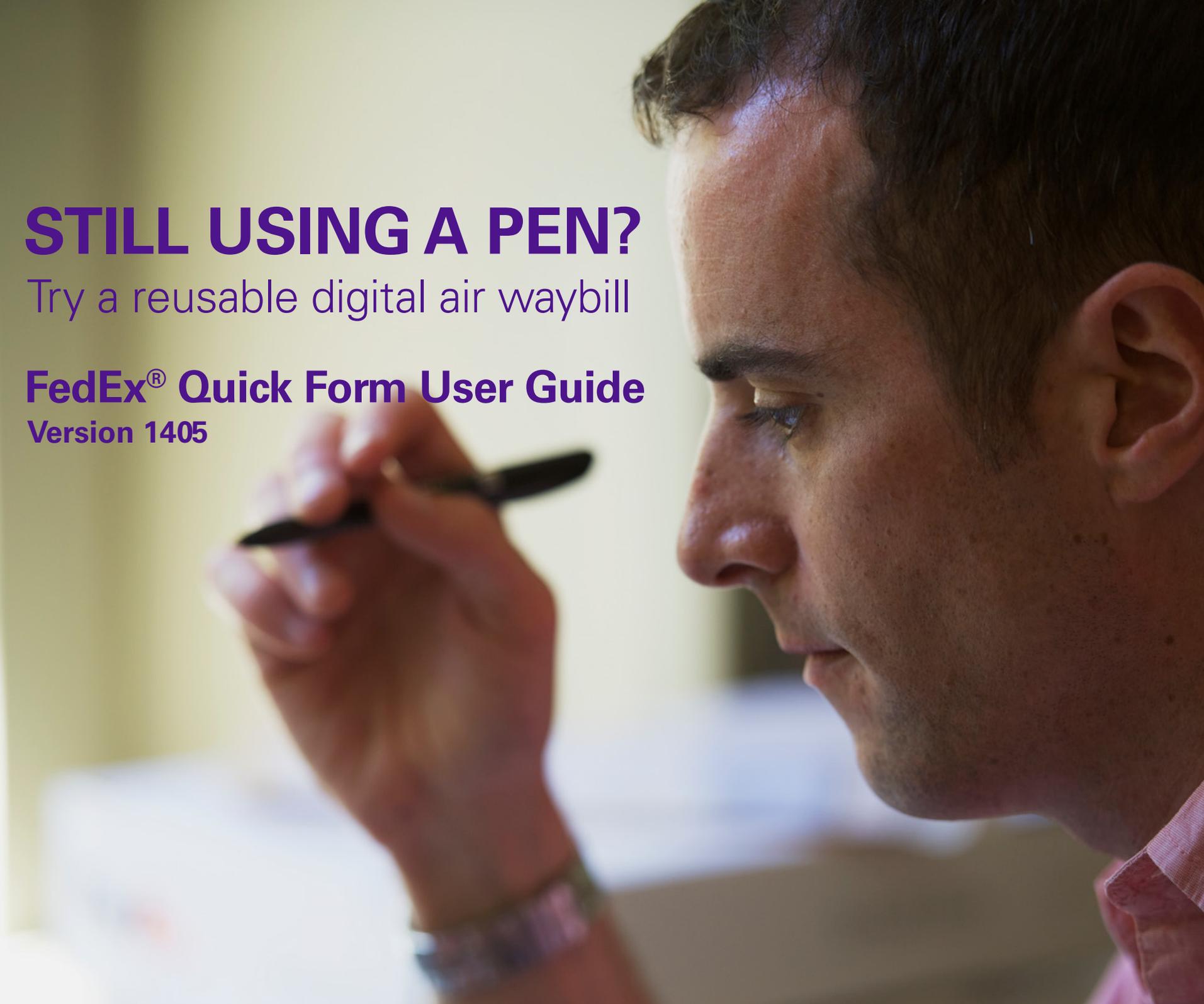


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FedEx® Quick Form User Guide

Version 1405



Before You Begin

Minimum System Requirements

- FedEx Account Number
- Adobe Reader 10 or higher
- Laser or quality inkjet printer for labels
- Internet Connection

Download

Go to the FedEx website. On the top, click on the **Ship** menu item and select **Ship with FedEx® Quick Form**, where you can right click to download the form to your computer.

Start Shipping

1. Confirm the Shipper information is correct and update the information as needed. Make sure you have entered the account number.
2. Enter the Recipient information.
3. Enter the total number of packages and the total weight and other shipment information
 - If it is a document, you can enter "Document" in the commodity description.
 - If it is a commodity shipment, please enter the corresponding commodity information.
4. In the selection box for service type, choose the service you want to use.
5. In the selection box for package type, choose the appropriate packaging type.
6. For special handling, you can tick the appropriate service checkbox.
7. Choose which party will be charged for transportation fees, duties and taxes, and enter the account number if required.
8. Enter the billing reference information if needed.
9. Read the terms and conditions and tick the checkbox to agree.
10. If this shipment information is frequently used, you can click **Save as Profile** on the top right corner. Give the profile a filename that you can easy to recall and save it. Next time, you can open this file and all the saved information will be displayed.
11. Finally, click **Ship** and the shipping label will be shown. Click **Print for Shipping** to print out the shipping label. Click **Save as Copy** to save the label as a file in your computer. Click **Print for Reference** to print out an extra copy. Click **Return to Shipping Form** if you want to make another shipment.
12. To schedule a pickup, please go to fedex.com or call Customer Service.

Customer Service: 0800-075-075
Technical Support: (886) 2-2536-9038

Registration

1. Open FedEx® Quick Form by using the official Adobe Reader. Do not use 3rd party software. If there is a dialog box prompting you for a password, please check if you are using 3rd party software.
2. Select the preferred language on the top.
3. Enter your account information.
4. Click **Submit** to register. Upon completion, you will see a registration completed dialog pop up. Click **OK** to save the form to your computer. Next time, you just need to open this registered form and you are ready to ship.

The screenshot shows the FedEx Express Quick Form registration interface. It is divided into several sections: '1 From' (Shipper information), '2 To' (Recipient information), '3 Shipment Information' (Package details), '4 Express Package Service' (Service type), '5 Packaging' (Package type), '6 Special Handling' (Checkboxes for HOLD and SATURDAY Delivery), '7 Payment' (Billing and tax options), '8 Your Internal Billing Reference', '9 Terms and Conditions' (Agreement checkbox), and '10 Save as Profile' (Button). A 'Ship' button is located at the bottom right, labeled '11'. The form includes fields for ship date, sender/recipient names, addresses, city, country, phone numbers, and various checkboxes. A table for '3 Shipment Information' has columns for Total Packages, Total Weight, Commodity Description, Harmonized Code, Country/Location of Manufacture, and Value for Customs. The '10 Save as Profile' button is highlighted with a red circle. The 'Ship' button is also highlighted with a red circle. The text 'Version PDFS1405' is visible at the bottom right.