



Instructions for the FedEx Design Application

Please complete the application in its entirety to enable FedEx Packaging Services to accurately design a package for your product.

Design Submission Guidelines

Follow these guidelines for submitting your product for design. An active FedEx account number is required.

- Complete and sign your application, referencing the name of your FedEx account executive on the form. Please provide an accurate description of the product contents.
- Prepare a sample product package including all the components in the exact configuration you intend to send to your customer.
- Place your completed application, your sample product package, and any necessary cushioning material in a sturdy outer container marked "Overpacked/Product Pkg. Inside."
- **Note our new address:**

Attention: Design
FedEx Packaging Services
789 Progress Road
Collierville, TN 38017

Design Turnaround Time

You and your FedEx account executive can expect to be contacted by FedEx Packaging Services within 3 business days after your design project has been assigned to an engineer. A new package design, including engineering drawings and a prototype package, typically takes 15 business days to complete. Depending on the complexity of your design and the number of design submissions scheduled for completion before your request, the turnaround time may be longer. If your current packaging does not require a complete redesign, we can provide written recommendations or modifications within one week.

Complimentary Design and Return Shipping

FedEx Packaging Services will design your packaging at no charge. You simply cover the costs of shipping your product package to FedEx Packaging Services. Then, if you request, we will return your product free of charge via FedEx Ground® or FedEx Freight® service. Of course, you may request return of your product via other FedEx® services at your own expense.



[Click here for the FedEx Packaging Design Application.](#)

Dangerous Goods and Hazardous Materials

FedEx Packaging Services does not design packaging for dangerous goods, simulated dangerous goods, or hazardous materials.

1 Customer Information

Company _____ FedEx acct. no. _____
 Address _____
 City _____ State _____ ZIP _____ Country _____
 Contact name _____ Phone _____
 Email _____ Fax _____
 FedEx sales acct. executive (if known) _____

2 Product and Packaging Information

Product name and description _____
 Model no. _____ Approx. value _____ Product weight _____
 Expected annual ship volume of this product _____
 Who is your current packaging supplier? _____
 Packaging supplier contact information _____
 Primary shipment method (check one): FedEx Express FedEx Express Freight FedEx Ground

3 Reason for Design Assistance Request

Product damage (explain package failure or unacceptable damage) New business Dimensional weight Other (explain)

Preferred package design results: Written recommendations Engineering drawings and prototype sample

Note: Engineering drawings and prototypes require more time than written recommendations.

Are you willing to make changes to current packaging based on FedEx recommendations? Yes No

If damage costs or dimensional weight is reduced, is an increase in material or labor costs acceptable? Yes No

Will the drawings or recommendations be supplied to a packaging supplier? Yes No

If yes, is it preferable for FedEx to work directly with the supplier? Yes No

Is the packaging process automated? Yes No

Are there any package material preferences or restrictions? Yes (explain) No

4 Claim Information

Does your company have a pending or recently filed loss or damage claim for this product? Yes (explain) No

5 Customer Release

I release the product and packaging to FedEx for testing. I also release and agree to hold FedEx harmless for any damages or liability for loss of product or packaging submitted to FedEx Packaging Services. Federal, legal, and regulatory requirements may prevent us from returning certain commodities. For safety reasons, we cannot return packages that contain leaking products or broken glass.

I agree to the terms and conditions stated above. Date _____

I authorize FedEx Packaging Services to design packaging for this product. I also release and agree to hold FedEx harmless for any damages or liability for loss of product or packaging submitted to FedEx Packaging Services.

I will print and attach this application to the package and keep a copy for my records.

PRINT

SUBMIT

To submit this form manually, save it to your desktop and attach it to an email addressed to packagingservices@fedex.com.