



# Instructions for the FedEx Package Design Application

Please complete the application in its entirety to enable the FedEx Packaging Lab 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 for your company is required. Complete and sign the application and provide an accurate description of the information found on Page 2.

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.”

**Ship to our address:**

**Attention: Design**

**FedEx Packaging Lab 789**

**Progress Road Collierville,**

**TN 38017**

## Design Process

You and your FedEx account executive can expect to be contacted by the FedEx Packaging Lab within 5 business days after receiving your application and package for design. Depending on the complexity of the design and the number of design submissions scheduled for completion before your request, the turnaround time will vary. If your current packaging does not require a complete redesign, we can provide written recommendations or modifications much sooner than a full prototype.

## Complimentary Design and Return Shipping

The FedEx Packaging Lab will design your packaging at no charge. You simply cover the costs of shipping your product package to the FedEx Packaging Lab. Then, if you request, we will return your product free of charge via FedEx Ground® or FedEx Freight® service. We cannot return any freight package to a country or territory outside of North America free of charge. You will be responsible for return shipping in this situation.

Of course, you may request return of your product via other FedEx® services at your own expense.



## Dangerous Goods and Hazardous Materials

The FedEx Packaging Lab does not design packaging for dangerous goods, clinicals, or hazardous materials.



# FedEx Package Design Application

FedEx Packaging Lab  
789 Progress Rd  
Collierville, TN 38017  
packagingservices@fedex.com

This form is for requesting our Package Design Service. To request testing of your product and packaging, please complete the FedEx Package Test Application instead.

## 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 of this product (check one): ☐ FedEx Express ☐ FedEx Express\* Freight ☐ FedEx Ground ☐ FedEx Freight (LTL)

## 3 Reason for Design Assistance Request

☐ Product damage (explain) ☐ New FedEx customer ☐ Reduce dimensional weight/oversize issues ☐ 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? Will the drawings or recommendations be supplied to a packaging supplier? ☐ Yes ☐ No  
Are there any package material restrictions? ☐ Yes (explain) ☐ No

## 4 Customer Release

I release the product and packaging to FedEx for design and testing purposes. I also release and agree to hold FedEx harmless for any damages or liability for loss of product or packaging submitted to the FedEx Packaging Lab. 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. Name \_\_\_\_\_ Date \_\_\_\_\_  
☐ I authorize the FedEx Packaging Lab 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 the FedEx Packaging Lab.  
☐ I will print and attach this application to the package and keep a copy for my records.

To submit this form manually, save it to your desktop and attach it to an email addressed to packagingservices@fedex.com with your company name in the subject line.