



# Outbound Shipping Instructions for Events

## How to Schedule Outbound Shipping

A FedEx Office team member can be made available at the meeting room listed below to assist and accept outbound packages. During this time, shipping supplies will be available to support all of your packaging and shipping needs.

Meeting Room: \_\_\_\_\_

Date: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Event Name: \_\_\_\_\_

Event Contact Name: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

The FedEx Office business center can also accept packages during normal business hours. Packaging supplies (boxes, tape, cushioning, etc.) are available for purchase at the FedEx Office business center during the hours listed. Complimentary FedEx Express® shipping supplies and airbills are also available 24 hours a day.

**FedEx Office Business Center**  
 Hotel Ext.: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_

Business Center Ext.: \_\_\_\_\_  
 Mon.–Fri.: \_\_\_\_\_  
 Saturday: \_\_\_\_\_  
 Sunday: \_\_\_\_\_

**Operating Hours**  
 Mon.–Fri.: \_\_\_\_\_  
 Saturday: \_\_\_\_\_  
 Sunday: \_\_\_\_\_

## Follow these steps to expedite the processing of your package

1. Complete a shipping airbill form and be sure to include a FedEx account number, as well as your personal or business return address and not the address of the property. Please note: Outbound handling fees are applied to all packages, regardless of carrier, and are assessed in addition to the shipping/transportation charges. If no FedEx account is available, a tender authorization form must be provided.
2. Ensure all of your packages are properly sealed.
3. Affix the carrier's airbill form to each outgoing package.
4. Take your package(s) to the FedEx Office processing area during the times listed above or to the FedEx Office business center during normal business hours.

Once you have completed the steps above, FedEx Office will process your package(s) into the FedEx Office Package Tracking System and securely store them until released to the carrier. Retain your tracking number(s) and you're all set! With FedEx Office Guest Package Services, it's that simple.

## Outbound Handling Fees

Package weight	Dropoff by guest	Pickup by FedEx Office
Envelopes up to 1.0 lb.	\$4.00	\$7.00
0.0–1.0 lb.	\$4.00	\$7.00
1.1–10.0 lbs.	\$10.00	\$15.00
10.1–20.0 lbs.	\$15.00	\$20.00
20.1–30.0 lbs.	\$25.00	\$30.00
30.1–40.0 lbs.	\$30.00	\$36.00
40.1–50.0 lbs.	\$35.00	\$42.00
50.1–60.0 lbs.	\$40.00	\$48.00
60.1–150.0 lbs.	\$55.00	\$66.00
Pallets & crates*	–	\$150.00 or \$0.80/lb. > 187 lbs.

\*For inbound/outbound pallets or crates, the receiving and delivery charges are consolidated into a single fee of \$150.00 or \$0.80/lb. > 187 lbs., which is applied to each pallet/crate handled.

Items that require extra handling, such as pallet/crate breakdown or build up, multiple pickup or delivery points, or collecting and disposing of packaging materials, will be assessed an additional fee of \$70.00 per hour. This fee will be assessed for each FedEx Office team member dedicated to perform these additional services.