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**Office Memo**

To: All RIT and NTID Faculty and Staff  
From: Andrea Napoli, Accounting Supervisor  
Steve Lipson, Shipping & Receiving  
Date: February 7, 2003  
Subject: Federal Express Processing

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In order to process your Federal Express charges correctly and to ensure that your department receives the best rates possible, we have developed guidelines for you to follow when completing FedEx forms.

When using Federal Express forms or the Internet generated form, please observe the following:

1. Please provide your 24-digit general ledger account number in the #2 Internal Billing Reference section. Don't use spaces, dots or dashes. This section supports 24 characters and comes back to RIT from FedEx to be billed to your account exactly as you write or type it. For Internet users, if this is pre-programmed into your computer, please remove all the spaces, dots or dashes and replace with 24-digit account numbers only, i.e.: 019876574350109876500000 (this is an example only) running the digits together.
2. The Sender's FedEx Account Number in section 1 is the NTID number for Domestic and the RIT number for International. These accounts are already entered on the preprinted forms, and using these accounts give us the best shipping rates on our Systems Contract. You may request preprinted forms from Shipping & Receiving by calling 5-2119. If you are using a blank form and are unsure of the correct Sender FedEx Account Number, please contact Steve Lipson at 5-2119. If you use a blank FedEx form, please be sure to fill the account numbers in completely.
3. Please indicate your name, not RIT, in the Sender's name in section 1. Please also indicate your department name, i.e.: Andrea Napoli/ Accounting Dept. If you are a student worker sending an item on another employee's behalf, please use your employer's name and department. Include your RIT telephone number in case FedEx has any delivery questions.
4. If you receive a FedEx letter or package at your department for signature, please fill in the 24-digit account number with no spaces, dots or dashes, in the #2 Internal Billing Reference section when you sign the airbill, add your department name to your recipient name in section 3. This information will appear on the billing information we receive.

5. Always use Priority Overnight Express Package Service (section 4a of the airbill form). We get charged virtually the same rate no matter what box you check, but Priority Overnight may be free if it is delivered late. Also check the box in section 3 below the Recipient's zip code if you want a Saturday delivery.
6. For letters over eight (8) ounces please check FedEx Pak in the Packaging section (section 5 on the form).
7. If you ship anything other than a document FedEx International, FedEx will require a Customs Paper with your FedEx form, such as a memo on letterhead, stating each of the following:
  - a. what is in the box
  - b. why you are sending it, i.e.: giving away instructional materials
  - c. what the declared value is
8. Internet users should weigh their packages prior to printing the label to avoid overcharges. Any package weight over a pound, even .1 or .2, is charged by FedEx at the next nearest pound. For example, if the package weighs six pounds, one ounce, FedEx will charge for seven pounds.
9. If you have any old FedEx forms in your department with a 10-digit tracking number, please throw them away and request new forms.

**FedEx USA Airbill** Tracking Number: 803662582157 Form ID No. 0200 Sender's Copy

**1 From** (please print and press hard) (Use RIT acct for International) (Use NTID acct for Domestic)  
 Date: 6/30/00 Sender's FedEx Account Number: \_\_\_\_\_  
 Sender's Name: Helen Bopart / Accounting Dept Phone: (716) 475-5993  
 Company: Rochester Institute of Technology  
 Address: 7 Lomb Memorial Drive, Rm 6030 Dept./Floor/Suite/Room  
 City: Rochester State: NY ZIP: 14623-5603

**2 Your Internal Billing Reference Information** (Optional) (First 24 characters will appear on invoice) 019076574250359876500000

**3 To** (please print and press hard)  
 Recipient's Name: Sandy Beach Phone: (913) 555-9867  
 Company: Bat Industries, Swimwear Division  
 Address: 40621 Padeo Dr, Ste 3000 (We Cannot Deliver to P.O. Boxes or P.O. ZIP Codes) Dept./Floor/Suite/Room  
 City: Los Angeles State: CA ZIP: 90001-9867

**4a Express Package Service** Packages under 150 lbs.  
 FedEx Priority Overnight (Next business morning)  
 FedEx Standard Overnight (Next business afternoon)  
 FedEx First Overnight (Earliest next business morning delivery to select locations) (Higher rates apply)  
 FedEx 2Day (Second business day)  
 FedEx Express Saver (Third business day)  
 FedEx Letter Rate not available. Minimum charge: One pound rate.

**4b Express Freight Service** Packages over 150 lbs. Delivery commitment may be later in some areas.  
 FedEx Overnight Freight (Next business day)  
 FedEx 2Day Freight (Second business day)  
 FedEx Express Saver Freight (Up to 3 business days)  
 (Call for delivery schedule. See back for detailed descriptions of freight services.)

**5 Packaging**  FedEx Letter  FedEx Pak  FedEx Box  FedEx Tube  Other Pkg.  
 Declared value limit \$500.

**6 Special Handling** (One box must be checked)  
 Does this shipment contain dangerous goods?  No  Yes (per material)  Yes (Shipper's Declaration not required)  
 Dry Ice (Dry Ice, 5, UN 1845)  CA Cargo Aircraft Only  
 \*Dangerous Goods cannot be shipped in FedEx packages.

**7 Payment**  
 Bill to:  Sender (Account no. in Section 1 will be billed)  Recipient  Third Party  Credit Card  Cash/Check  
 (Enter FedEx account no. or Credit Card no. below)  
 FedEx Account No. \_\_\_\_\_ Exp. Date \_\_\_\_\_  
 Credit Card No. \_\_\_\_\_  
 Total Packages: \_\_\_\_\_ Total Weight: \_\_\_\_\_ Total Declared Value: \$ .00 Total Charges: \_\_\_\_\_

**8 Release Signature** Sign to authorize delivery without obtaining signature.  
 Your signature authorizes Federal Express to deliver this shipment without obtaining a signature and agrees to indemnify and hold harmless Federal Express from any resulting claims.

Service Conditions, Declared Value, and Limit of Liability - By using this Airbill, you agree to the service conditions in our current Service Guide or U.S. Government Service Guide. Both are available on request. SEE BACK OF SENDER'S COPY OF THIS AIRBILL FOR INFORMATION AND ADDITIONAL TERMS. We will not be responsible for any claim in excess of \$100 per package whether the result of loss, damage, or delay, non-delivery, mislabeling, or misrouting, unless you declare a higher value, pay an additional charge, and document your actual loss in a timely manner. Your right to recover from us for any loss includes intrinsic value of the package, loss of sales, interest, profit, attorney's fees, costs, and other forms of damage, whether direct, incidental, consequential, or special, and is limited to the greater of \$100 or the declared value but cannot exceed actual documented loss. The maximum declared value for any FedEx Letter and FedEx Pak is \$500. Federal Express may, upon your request, and with some limitations, refund all transportation charges paid. See the FedEx Service Guide for further details.

For HOLD at FedEx Location check here  
 Hold Weekday (Not available with FedEx First Overnight)  
 Hold Saturday (Not available at all locations) (Available for FedEx Priority Overnight and FedEx 2Day only)

For Saturday Delivery check here  
 (Extra Charge. Not available to all locations) (Available for FedEx Priority Overnight and FedEx 2Day only)

Questions? Call 1-800-Go-FedEx (800)463-3339

The World On Time

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If you have any questions about this information, please contact Steve Lipson at 5-2119 or Lorraine McEvoy at 5-7679.