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.

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