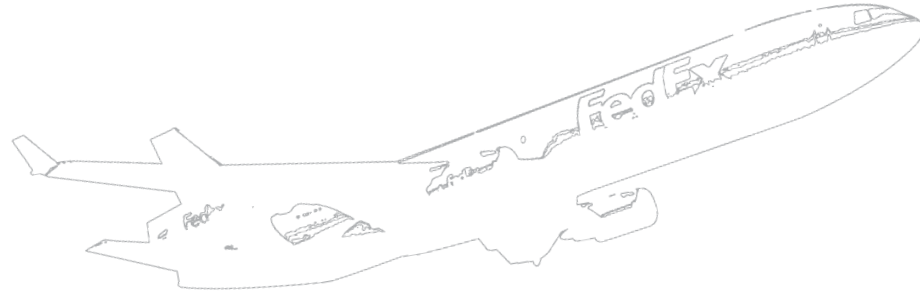
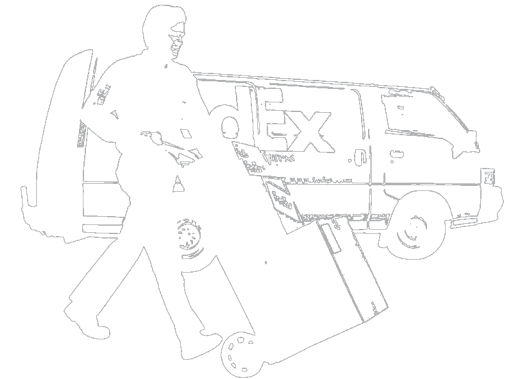


FedEx[®]



FedEx[®]
Express

Service Guide







5 Steps to Export with FedEx

Step 1 Choose The Service You Require

Step 2 Pack Your Shipment

Step 3 Prepare Your Shipping Documents

Step 4 Send Your Shipment

Step 5 Track Your Shipment





Decide which service to use.
With FedEx, You Choose!

**Choose The Service
You Require**

- International Priority



International Priority

Best Choice for Urgent Shipments

International Priority (IP) is the service of choice for all your time-critical shipments. The key features of using this fast, premium service are:

- 1 – 2 working days* transit time
- Reliable outbound and inbound services to more than 220 countries and territories worldwide;

Detailed transit times for IP can be obtained using our website

<http://www.fedex.com/mo>

	IP
Transit Time*	1-2 working days
Billing Option	Shipper, Consignee, 3 rd party
Supported by Money-Back Guarantee	Yes
Multiple packages	Yes
Max. weight/package	68kg
Max. weight/shipment	Unlimited
Service Coverage	More than 220 countries and territories

*Conditions apply. For full details, please contact your local Customer Service team.



Pack Your Shipment

- Packaging



Step 2

Packaging

You can pack your shipment in your own packaging or use our convenient packaging. We offer a range of packaging options to fit your express shipments at no cost. You can order them through our website: <https://www.fedex.com/mo/supplies>.

FedEx Packaging



1. FedEx Envelope

- For documents up to 60 unfolded pages of standard A4 paperwork.
- Special FedEx Envelope rate is applicable only to shipments weighing 0.5 kg or below
- Maximum declared value for carriage: US\$100.

2. FedEx Pak

- For larger documents or other compact items.
- Special FedEx Pak rate is applicable only to shipments weighing 2.5 kg or below
- Maximum declared value for carriage: US\$100.

3. FedEx Box (Large)

- Self assembly box for small parts or computer printouts.
- Maximum declared value for carriage: US\$50,000.

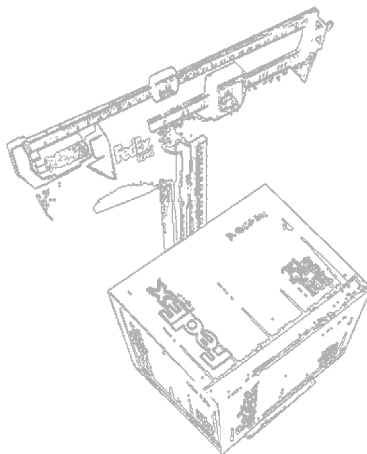


4. FedEx Tube

- Self-sealing triangular tube for drawings, blueprints, charts, posters, photographs, fabric samples, etc.
- Maximum declared value for carriage: US\$50,000.

5. FedEx 10kg & 25kg Box

- Sturdy boxes for shipping general items in good shape.
- A low flat rate is applicable to transport via FedEx IP service.
- Maximum declared value for carriage: US\$50,000.



Your Own Packaging:

You may choose to use your own packaging with reference to the following guidelines when using FedEx IP service.

- Weight per package up to 68kg/150lb⁺
- Length per package up to 274cm⁺
- Length + Girth up to 330cm⁺
(Girth = twice the height + twice the width)
- Maximum Declared Value for Carriage Up to US\$50,000*

⁺ May vary by destination

* Conditions apply

For large-sized lightweight shipments, the greater of either the dimensional weight (volumetric weight) or actual weight will be charged.

Dimensional Weight (Volumetric Weight)

Often referred to as 'dim weight', this is an industry standard and applies to shipments where the space the shipment occupies is greater than its relative weight. Dimensional weight is calculated by:

$$\text{DIM WEIGHT (kg)} = \frac{\text{Length (cm)} \times \text{Width (cm)} \times \text{Height (cm)}}{5000}$$

Dimensional-weight pricing is applicable on a per-package basis to all shipments in customer's own packaging.

Size and weight restrictions may vary depending on country and destination. Please contact our Customer Service for more information.

For tips and tools on proper packing, sealing and labeling practices, please visit "How to Pack" on www.fedex.com/mo/services/.

Remark :

* The maximum declared value of carriage is USD1,000, or USD20 per kilogram, whichever is greater, for shipments containing items of extraordinary value such as artwork, antiques, jewelry, precious metals, furs, etc. For details, please call us at (853) 2870 3333.



Prepare Your Shipping Documents

- FedEx Ship Manager™ at [fedex.com](https://www.fedex.com)
- International Air Waybill
 - Commercial Invoice
- Customs Declaration Documentation

FedEx Ship Manager™ at fedex.com

FedEx has made your shipping paperwork easy and nearly automatic.

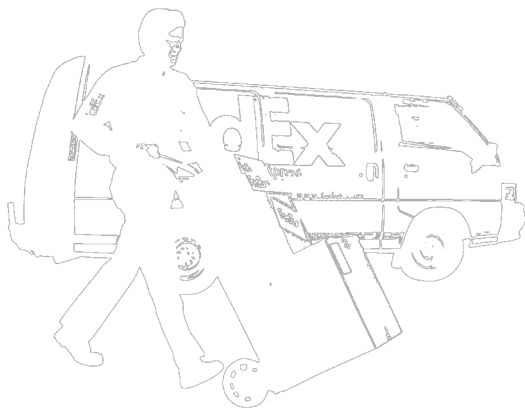
This advanced tool helps you to prepare all your shipping documents quickly and conveniently - from International Air Waybill to Commercial Invoice - online. You only need Internet access, a laser printer or a quality ink-jet printer to start shipping right away. More details are available at www.fedex.com/mo.

With FedEx Ship Manager™ at fedex.com, you can:

- **Create** International Air Waybill and Commercial Invoice from your desktop
- Store frequently used addresses and commodities in an **Address Book** and **Commodity Database**
- Get estimated **Rate Quotes**
- Get estimated **Duties & Taxes**
- Schedule a **Courier Pickup**
- Notify related parties once the shipment is on its way and safely delivered, or if there is any exception updates via **FedEx Shipment Notification**
- **Track** your shipments
- Create standard and customized **Shipment Reports**

For enquiries or assistance on FedEx automation products and applications, you can call us at **0800895**⁺.

⁺ Technical Support Hotline Service Hours: 24 hours, 7 days a week.



International Air Waybill (AWB)

You can order blank FedEx International Air Waybills online, or by calling our Customer Service Hotline at **(853) 2870 3333**. To complete the FedEx International Air Waybill, simply follow the steps below or visit www.fedex.com/mo/services/.

Sender's Copy

1 From (Sender's details)
 Date: 30th May, 2007
 Sender's Name: John Wong
 Company: ACME (Macau) Limited
 Address: Av. De Marciano Baptista
 No. 54/F Edf, Hung On Centre
 City: r/c Macau
 Country: China

2 To (Recipient's details)
 Recipient's Name: Isabella Smith
 Company: BELLE SYSTEMS INCORPORATED
 Address: 68 Ran Drive
 City: Rochester
 State: New York
 Country: United States

3 Shipping Information
 Commodity Description: Samples for Trade Show
 Country of Origin: Japan/US
 Currency: USD 960

4 Express Package Service (D)
 FedEx® Priority
 FedEx® 2nd Day
 FedEx® International Priority
 FedEx® International Economy

5 Packaging (E)
 FedEx Envelope
 FedEx Flat
 FedEx Tube
 FedEx Tube Box

6 Special Handling (F)
 Fragile
 Hazardous
 Perishable
 Live Animals
 High Value
 Other

7 Payment (G1, G2)
 Sender's Account
 Recipient's Account
 Third Party
 Cash
 Other

8 Your Internal Billing Reference (H)
 Internal Billing Reference: 1234 5678 901C

9 Required Signature (I)
 Signature: John Wong
 Date: 30th May, 2007

For Completion Instructions, see back of 99th page.

1234 5678 901C 0402

Try online shipping at fedex.com

Questions? Visit our Web site at fedex.com

When completing a FedEx International Air Waybill, please type or print clearly, pressing hard with a ball-point pen and complete in English.

- A.** Fill in Sender's details in this section.
- B.** Fill in recipient's details in this section. Phone number is necessary to locate recipient when needed.
 Recipient's Tax I.D. number for customs purpose field is optional. It may be required by import customs clearance within the destination country.
- C.** Describe what you are shipping by answering the following questions. Please be specific and detailed.
 What is it? What is it made of? What is it used for? What is it a component of?
 Country of Manufacture: Enter country of original manufacturer of each commodity.
 Total Value for Customs: Enter the selling price of your shipment contents with specified currency. It must agree with the number on your commercial invoice.
 Total declared value for Carriage: Must not exceed the "Total Value for Customs" amount.
- D,E,F.** Select appropriate service, packaging and handling if necessary. If no service is marked, we will send your shipment via FedEx International Priority.
- G1,G2.** Select responsible party for transportation charges, duties and taxes, and write down the relevant FedEx account number. If recipient or third party fails to pay transportation charges and/or duties and taxes, the sender is responsible for payment.
- H.** Use this optional area for your internal record with shipping numbers or codes. We'll print the first 24 characters on your invoice.
- I.** Sender's signature.



Commercial Invoice

The Commercial Invoice is required by customs authorities to allow for import clearance of certain non-document shipments. Requirements vary from country to country and depend on the commodity type, value and quantity. To complete the Commercial Invoice, simply follow the steps below and you can download a blank form at www.fedex.com/mo/services/.

Sample		COMMERCIAL INVOICE		(Please complete in English print)																												
INTERNATIONAL AIR WAYBILL NO.		1234 5678 901C		(NOTE: All shipments must be accompanied by a FedEx International Air Waybill & two duplicate copies of CI)																												
DATE OF EXPORTATION 30 th May, 2007		SHIPPER'S EXPORT REFERENCES (i.e., order no., invoice no.)																														
SHIPPER / EXPORTER (complete name, address, telephone, Business Registration No./ Customs / Tax ID No. e.g. GST / RFC / VAT / IN / EIN / ABN / SSN, or as locally required) John Wong ACME (Macau) Limited Av. De Marciano Baptista, No. 54/F Edf. Hung On Centre, r/c Macau, China Tel: 2123-4567		CONSIGNEE (complete name, address, telephone, Business Registration No./ Customs / Tax ID No. e.g. GST / RFC / VAT / IN / EIN / ABN / SSN, or as locally required) Isabella Smith BELLE SYSTEMS INCORPORATED 88 Run Drive Rochester New York 14530 United States. Tel: 212 777 9980																														
COUNTRY OF EXPORT Macau S.A.R., China		IMPORTER - IF OTHER THAN CONSIGNEE (complete name, address and telephone)																														
REASON FOR EXPORT (e.g. personal gift, return for repair) Samples for Trade Show		Same as Consignee																														
COUNTRY OF ULTIMATE DESTINATION United States																																
COUNTRY OF ORIGIN	MARKS/ NOS.	NO. OF PKGS	TYPE OF PACKAGING	FULL DESCRIPTION OF GOODS (What is it? What is it made of? What is it used for? What is a component of? e.g. Ladies' 100% Silk Knitted Blouse)	HS CODE	QTY	UNIT OF MEASURE (e.g. pieces, units, etc.)	WEIGHT (lb/kg)	UNIT VALUE (currency)	TOTAL VALUE																						
Hong Kong S.A.R., China	As addressed	1	FedEx 10kg Box	Men Tennis Shoes Style # 1212 Upper - made of 100% Synthetic Leather Sole - made of Rubber & Plastics Size: 27cm Colour: White		12	pairs	8kg	USD80/pair	USD960																						
		TOTAL PKGS				TOTAL WEIGHT		CURRENCY		TOTAL INVOICE VALUE																						
		1				8kg		USD		USD960																						
I DECLARE ALL THE INFORMATION CONTAINED IN THE INVOICE TO BE TRUE AND CORRECT.																																
<table border="0"> <tr> <td colspan="10"> Signature of Shipper/Exporter John Wong John Wong Sales Manager NAME (PLEASE PRINT) TITLE (PLEASE PRINT) </td> <td colspan="1"> Date 30th May, 2007 DATE </td> </tr> <tr> <td colspan="10"></td> <td colspan="1"> Payment Method <input type="checkbox"/> LC <input type="checkbox"/> T/T <input type="checkbox"/> Other <input checked="" type="checkbox"/> C/I (Check one only) </td> </tr> </table>											Signature of Shipper/Exporter John Wong John Wong Sales Manager NAME (PLEASE PRINT) TITLE (PLEASE PRINT)										Date 30 th May, 2007 DATE											Payment Method <input type="checkbox"/> LC <input type="checkbox"/> T/T <input type="checkbox"/> Other <input checked="" type="checkbox"/> C/I (Check one only)
Signature of Shipper/Exporter John Wong John Wong Sales Manager NAME (PLEASE PRINT) TITLE (PLEASE PRINT)										Date 30 th May, 2007 DATE																						
										Payment Method <input type="checkbox"/> LC <input type="checkbox"/> T/T <input type="checkbox"/> Other <input checked="" type="checkbox"/> C/I (Check one only)																						

- Fill in FedEx International Air Waybill number
- Fill in complete name, address, telephone, Business Registration No./ Customs / Tax ID No. e.g. GST / RFC / VAT / IN / EIN / ABN / SSN, or as locally required
- Fill in complete name, address, telephone, Business Registration No./ Customs / Tax ID No. e.g. GST / RFC / VAT / IN / EIN / ABN / SSN, or as locally required
- The country where the merchandise was grown, mined or manufactured, in accordance with Customs Regulations
- Complete details of the items (s) being shipped, including name, part numbers, serial numbers, and H.S. numbers, if available. To expedite clearance, the description should answer: What is it? What is it made of? What is it used for? What is it a component of? e.g. Ladies' 100% Silk Knitted Blouse
- Please declare one currency type only
- Sign your name and date

Air Waybill

Commodity Description REQUIRED	Harmonized Code
ALUMINIUM steel plate for use in semiconductor manufacturing machine (C)	

Commercial Invoice

TYPE OF PACKAGING	FULL DESCRIPTION OF GOODS <small>What is it? What is it made of? What is it used for? What is it a component of? e.g./ Ladies' 100% Silk Knitted Blouse.</small>	HS CODE
	ALUMINIUM steel plate for use in semiconductor manufacturing machine (E)	

Above is a common commodity sample of a full description that lists *what* the item is, *what* the item is made of and *what* is the item made for on the Air Waybill & Commercial Invoice. It is important to write a consistent and clear description of the item on the Air Waybill & Commercial Invoice.

Customs Declaration Documentation

When shipping to the U.S., you may be required to complete additional documentation, which is required under U.S. law. Accurate completion of the documentation will assist the customs authorities in processing your shipment more efficiently.

Types of shipments that require additional customs documentation:

- Amercian Goods Return
- Frequency Emitting Devices and Radiation Emitting Devices
- Food
- Integrated Circuits

For textile shipments, the identity details of the manufacturer must be added in the Commercial Invoice.

For person to person gift shipments, please declare, "Unsolicited Gifts Not For Resale" in the Commercial Invoice.

For "videos", please provide a synopsis, length and duration and the purpose of the video shipment in the Commercial Invoice.

Other shipment types and more detailed information on customs documentation are available at "Prepare Shipping Documents" at <http://www.fedex.com/mo/services/>.

Free Export Declaration Service

To serve you better, we are pleased to offer you our Free Export Declaration Service for your international express shipments sent through FedEx. This service is applicable for any export shipment with a total Customs Declared Value over MOP5,000.

To enjoy this free service, you simply need to mark the appropriate Harmonized System Code (HS Code) for every item included in the shipment on your Air Waybill and Commercial Invoice. Please ensure that the HS Code information provided is accurate, as this is important to ensure a smooth and efficient export declaration lodgment.

Should you have any enquiry about this Free Export Declaration Service, please call our Customer Service Hotline at **(853) 2870 3333**.



Send Your Shipment

- Cut-off Times
- FedEx Drop-off Location
- Pickup



Cut-off Times

When your shipment is ready to go, check from the table below for the cut-off times in your area for your shipment destination.

Destination	Call-in Cut-off/Package Ready Time		
	Mon	Tue to Fri	Sat
Asia, United States	14:30 / 14:30	14:30 / 14:30	16:00
Europe	14:30 / 14:30	17:30 / 17:30	16:00

FedEx Drop-off Location

You may choose to drop-off your shipments at our FedEx Station. Drop-off discounts off the list price may apply.*

* Conditions apply.

Address	Hours of Operation
Av. De Marciano Baptista	09:00 - 20:00 (Mon - Fri)
No. 54/F Edf. Hung On Centre,	09:00 - 17:00 (Sat)
R/C. Loja J	Sunday & Public holidays: No service

Remarks

- To find out the cut-off time for a specific country, or drop a heavy weight or oversized shipment at the above location, you can call us at (853) 2870 3333. Advance space booking is necessary for heavy and oversized shipment.
- The above information is subject to change without prior notice.

Pickup

You may choose to schedule courier pickup online anytime. FedEx pickup can be scheduled for same-day or next business day via FedEx Ship Manager™ at fedex.com at www.fedex.com/mo by clicking the 'Ship' tag.

FedEx Customer Service Hotline

Or, you can simply call our customer service hotline - **(853) 2870 3333** to place your pickup at your convenience.

* Customer Service Office Hours

- Mon - Fri : 0800 - 2000
- Sat : 0800 - 1700
- Sun : No service

Track Your Shipment

- Online Tracking
- FedEx Ship Manager™ at fedex.com

Online Tracking

You can track your shipment status at anytime quickly and conveniently on www.fedex.com/mo/tracking. This online tool allows you to:

- Track up to **30 packages** at one time.
- Subscribe to **proof of delivery updates** to alert involved parties via email when the package has been safely delivered to its destination.
- Send email updates in your choice of **16 international languages** including Simplified Chinese, Traditional Chinese, Japanese and Korean.
- Check the **name of the recipient** who signed for the package, or whether the package is still in transit.
- Subscribe to **exception updates** to alert up to 4 interested parties via email about non-deliveries. For example, customers being out of the office or customs delays.

FedEx Ship Manager™ at fedex.com

You can track your shipment status by various methods in FedEx Ship Manager™ at fedex.com:

- Select from Ship History database
- Enter tracking number
- Enter reference number
- Notify related parties once the shipment is on its way and safely delivered, or if there is any exception updates via **FedEx Shipment Notification**
- Create standard and customized **Shipment Reports**





5 Steps to Import with FedEx



Step 1 Notified by Overseas Shippers

Step 2 Check Duties and Taxes

Step 3 Track Your Shipment

Step 4 Receive Shipment

Step 5 Make Import Declaration

5 Steps to Import with FedEx

As an experienced international importer, FedEx helps you to prevent costly customs delays for your shipments.

Step 1 : Notified by Overseas Shippers

- An overseas shipper places an order and sends a shipment to you.
- The shipper can notify you of the International Air Waybill numbers and product details by using FedEx Ship Manager™ at fedex.com, **Ship Alert®**, or online tracking notification function.
- If the freight charges are billed to you as a recipient our integrated billing system allows you to pay by using **one** account number.

Step 2 : Check Estimated Duties and Taxes

- The amount of duties and taxes will depend on the type of commodity, product value, country of manufacture, and application of product.
- Details can be found on our website: <https://www.fedex.com/GTM>. Then click on “Estimate Duties and Taxes”. Although sign up to access is required, the service is free of charge for multiple queries with no limitations.

Step 3 : Track Your Shipment

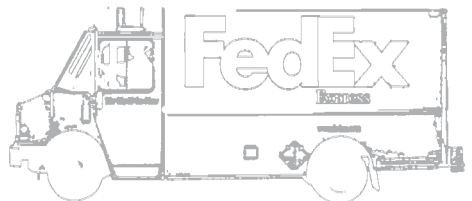
- You can track your shipment status and get automated tracking updates (exception and delivery notification) by using our online tracking system that offers a selection of 16 different languages.
- You can email the tracking details to the shipper and 3 other parties.

Step 4 : Receive Shipment

- FedEx provides fast and smooth clearance to your shipments.
- FedEx offers a free import license application service for international textiles shipment which have detailed product descriptions clearly marked on the FedEx International Air Waybill and Commercial Invoice.
- Most of your inbound shipments will enjoy our 12:00 delivery commitment.

Step 5 : Make Import Declaration

- After receiving a shipment, you must lodge an import declaration within 14 calendar days.





Accuracy Pays

When making payment, it is important to provide us with your remittance advice. It is also essential that you provide us with the following information:

- Your account number;
- Invoice/ air waybill number and their individual amounts;
- When the payment was made; and,
- Your contact details in case we need to reach you.

By providing sufficient and accurate information, you'll ensure that your bill is processed quickly and smoothly.