How to Complete the FedEx International Air Waybill

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

1. Sender Information
Add your address details, phone and FedEx account number.

2. Recipient
For reliable delivery, full and clear details are imperative.

3. Shipment Information
Commodity Description: Be specific and detailed. List each commodity separately. Use the Commercial Invoice for any description details that don’t fit on the air waybill.

Total Value for Customs: Enter the selling price or fair market value (even if not sold or for resale) of your shipment contents. It must agree with the number on your Commercial Invoice.

Total declared value for Carriage: Must not exceed the “Total Value for Customs” amount.

4. Express Package Services
Indicate your choice of service. If no service is marked, we will send your shipment via FedEx International Priority.

5. Packaging
Indicate your choice of packaging.

6. Special Handling
Check the box for required special handling instructions.

7. Payment
a. Bill Transportation Charges
Select a method of payment and provide the appropriate FedEx Express account number or credit card number. If recipient or third party fails to pay transportation charges, the sender is responsible for payment.

b. Bill Duties and Taxes
Any international shipment can be subject to duties and taxes at destination. If the shipper fails to indicate on the Air Waybill the payer of duties and taxes, the consignee will automatically be billed for such charges. If the consignee or any third party indicated by the shipper on the Air Waybill to pay the duties and taxes fails to do so, the shipper is responsible for payment.

8. Your Internal Billing Reference
To help with your records, use this optional area for your internal shipping numbers or codes. We’ll print the first 24 characters on your invoice.

9. Required Signature
Finally sign the Air Waybill, remove the sender’s copy and place the remaining copies with your shipment.

* A Commercial Invoice is required for all international shipments except documents.