



# FedEx Freight Bill of Lading Preparation Guide

Effective January 31, 2011

**UNIFORM STRAIGHT BILL OF LADING ORIGINAL—NOT NEGOTIABLE**  
SUBJECT TO THE TERMS AND CONDITIONS OF THE UNIFORM BILL OF LADING—QUESTIONS? CALL 1.866.393.4585

**FedEx Freight**

Date **1** Purchase Order # **4**  
Shipper # **2** Shipper # **5**

**REQUIRED: Please select a service type **3**** **OPTIONAL: You may select a money-back guarantee delivery (charges and tariff limited) **6** apply.**  
 FedEx Freight<sup>®</sup> Priority (FXFE)  FedEx Freight<sup>®</sup> Economy (FXNL)  A.M. Delivery  Close of Business Delivery

**PLACE PRO LABEL HERE**

**SHIPPER (from)** Please provide ZIP codes and phone numbers. **CONSIGNEE (to)**

Shipper: Name, Address, City, State/Province, ZIP/Postal Code, Country, Phone Number, Fax #  
 Consignee: Name, Address, City, State/Province, ZIP/Postal Code, Country, Phone Number, Fax #

Accessorial Charges:  Liftgate  Inside Pkg.  Limited Access  A.M. Delivery  Close of Business Delivery  Limited Access  Custom Delivery Window

Special Instructions **12**

**BILL FREIGHT CHARGES TO (if different than above):**  
 Name, Address, City, State, ZIP/Postal Code, Country, Area Code, Phone Number

Freight charges are **PREPAID** unless marked collect. **C.O.D.** **15**  
 C.O.D. funds to be collected as:  Certified Funds  Company Check  Personal Check  
 CHECK BOX IF COLLECT **14** AMOUNT **3** C.O.D. fee to be paid by:  Shipper  Consignee

**REMIT C.O.D. TO (if different than shipper above):**  
 Name, Address, City, State, ZIP/Postal Code, Country, Country Code, Area Code, Phone Number

**REMARKS:** Describe in detail the nature and contents of the goods and their condition. Particulars, reference to the invoice, classification and date of the goods are available in the shipper's invoice, with or without separate bill of lading. The carrier is not responsible for the loss or damage to the goods if the shipper does not provide a bill of lading. The carrier is not responsible for the loss or damage to the goods if the shipper does not provide a bill of lading. The carrier is not responsible for the loss or damage to the goods if the shipper does not provide a bill of lading.

HANDLING UNITS (H/U)	H/U PKG. TYPE	PIECES (P)	HM (X)	DESCRIPTION OF ARTICLES, KIND OF PACKAGE, SPECIAL MARKS AND EXCEPTIONS (subject to correction)	WEIGHT IN LBS.	NMFC ITEM #	CLASS	CUBE
<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>

**TOTAL H/U: **26**** **MARK "X" OR "RQ" IN THE HM COLUMN TO DESIGNATE HAZARDOUS MATERIALS OR REPORTABLE QUANTITY AS DEFINED IN DOT REGULATIONS.**

**HM EMERGENCY CONTACT PHONE NUMBER: **27**** **FOR INTERNATIONAL SHIPMENTS PLEASE INDICATE BELOW THE NAME, FAX NUMBER AND PHONE NUMBER OF THE BROKER.**

**HM EMERGENCY RESPONSE PROVIDER PERSON OR CONTRACT # **28**** **EEL/SED Number or Exception **31**** **Phone # **32**** **Fax # **32****

**NOTE (1) Where the rate and carrier's liability for loss or damage may be dependent on value, shipper must agree to the agreed or declared value of the property as follows: "The declared value of the property is specifically stated by the shipper to be not exceeding **29**"**

**NOTE (2) Liability for loss or damage on this shipment shall be applicable as provided by contract or in the current NMFC or this carrier's governing tariffs. See FFX 100 Series Rules for the complete limited liability provisions. Carrier's liability is limited to the value of the goods unless the shipper provides a bill of lading with a higher declared value. For hazardous materials, the carrier's liability is limited to the value of the goods unless the shipper provides a bill of lading with a higher declared value. For hazardous materials, the carrier's liability is limited to the value of the goods unless the shipper provides a bill of lading with a higher declared value.**

**NOTE (3) Additional charges will apply. **30****

**NOTE (4) Additional charges will apply. **30****

**NOTE (5) Additional charges will apply. **30****

**NOTE (6) Additional charges will apply. **30****

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**NOTE (30) Additional charges will apply. **30****

**NOTE (31) Additional charges will apply. **30****

**NOTE (32) Additional charges will apply. **30****

**NOTE (33) Additional charges will apply. **30****

**NOTE (34) Additional charges will apply. **30****

**NOTE (35) Additional charges will apply. **30****

**SHIPPER CERTIFICATION:** I certify that the above named materials are properly classified, described, packaged, marked and labeled, and are in proper condition for transport according to the applicable regulations of the Department of Transportation.

**CARRIER CERTIFICATION:** I certify that the above named materials are properly classified, described, packaged, marked and labeled, and are in proper condition for transport according to the applicable regulations of the Department of Transportation.

**DATE** **DRIVER/EMPLOYEE NUMBER** **PIECE COUNT** **TRAILER #**

Carrier Signature **33** Shipper Signature **34** Date **35**

Create your next Bill of Lading online at [fedex.com/efl](http://fedex.com/efl)

- Date:** MM/DD/YY freight was shipped or picked up by carrier.
- Shipper's Bill of Lading number:** Supplied by the shipper to reference shipment information.
- Service Type: Required.** Select the service type for your shipment. You can find transit times and quotes for your shipment at [fedex.com/us/freight/main](http://fedex.com/us/freight/main).
  - FedEx Freight<sup>®</sup> Priority when speed is critical to meet your supply chain needs.
  - FedEx Freight<sup>®</sup> Economy for less time-sensitive shipping to meet your budget.
- Purchase Order number:** Supplied to the shipper by the consignee or buyer to reference their goods.
- Shipper number:** Reference number provided by the shipper.
- Guaranteed Delivery Options:** You may select a money-back guarantee delivery. Note that charges and tariff limitations may apply.
  - A.M. Delivery:** Shipment delivery by 10:30 a.m. on the standard due date, with a money-back guarantee\* (\$80 up-charge).
  - Close of Business Delivery:** Shipment delivery by 5 p.m. on the standard due date, with a money-back guarantee\* (\$65 up-charge; note that customers on the FFX 1000 rate base can receive a no-fee money-back guarantee for FedEx Freight Priority shipments\*).
- Shipper Section:** Includes shipper's name, FedEx Freight account number, attention designation, phone number and address.
- Consignee Section:** List consignee's name, FedEx Freight account number, attention designation, phone number and address. Red box is used to indicate C.O.D. (see No. 15).
- Accessorial Charges\*:** Indicate whether any of the following apply to this shipment:
  - Liftgate:** FedEx Freight trailer will require a liftgate to load or unload the shipment.
  - Inside Delivery:** Shipment will require pickup or delivery beyond a point directly accessible to trailer.
  - Limited Access:** Pickup or delivery will need to be made at a limited access location (e.g., school, construction site, military base).
- Bill of Lading number:** Supplied by the shipper to reference shipment information.
- Custom Delivery:** Select a delivery before, on, after or between a date as long as it's after the standard delivery date. This service will not generate additional fees.
- Special Instructions:** Include any special instructions relative to the shipment.
- Third Party Bill To:** List representative responsible for paying freight charges, if different from shipper or consignee, and payor's FedEx Freight account number, if known.

- Freight Charges:** Terms of freight. Charges are prepaid unless marked Collect.
- Collect on Delivery:** C.O.D. amount here.
- Remit C.O.D. To:** Address where C.O.D. funds are to be sent.
- Handling Units (H/U):** Number of units requiring loading (e.g. 1 pallet).
- H/U PKG. Type:** Type of shipping unit (e.g. pallet, crate, drum).
- Pieces:** Total number of pieces for shipment.
- Hazardous Materials (X):** Column should contain an X or an RQ if containing hazardous materials. Please note an emergency contact phone number.
- Description of Article or Contents:** Include type of shipping container (carton, skid, drum, etc.), freight description (completely describe contents), special markings (precautionary markings such as Keep Upright, Freezable, Glass, Do Not Double Stack, etc.), and special instructions (Call Before Delivery, Lift-Gate Required, etc.).
- Weight in Pounds (LBS.):** Total weight for each commodity.
- NMFC Item number:** Shipper provides NMFC item number for commodity type. For help in determining NMFC item number, contact FedEx Freight customer service at 1.866.393.4585.
- Class:** Shipper class number is assigned by NMFC for proper rating. For help in determining NMFC class designation, contact FedEx Freight customer service at 1.866.393.4585.
- Cube:** (optional) Shows cubic feet of shipment (length x width x height) in inches, divided by 1728 to obtain cubic feet.
- Total Handling Units:** Total number of handling units for the shipment.
- Hazardous Materials Contact:** When shipping hazardous materials, please provide the Hazardous Materials Emergency Contact Phone Number.
- Hazardous Materials Provider:** When shipping hazardous materials, please provide the Hazardous Materials Person Name, or the Contract #.
- Declared Value:** When the rate is dependent on value, shipper is required to state specifically the agreed or declared value of the shipment.
- Excess Liability Coverage:** When excess liability coverage (ELC) is requested, shipper should indicate the new or used condition of the articles and the amount of coverage being requested. Subject to maximum ELC limits and additional charges may apply.
- EI/SED Number or Exception:** Electronic Export Information (EI), formerly Shipper's Export Declaration (SED), is used by the U.S. Census Bureau for compiling official U.S. export statistics and to help regulate the export of goods to other countries.
- Broker Information:** Customs broker contact name, phone number and fax number are REQUIRED for international shipments.
- Freight Collect Shipments:** This non-recourse clause may be executed where the shipper does not want to be responsible for the inability of the carrier to collect freight charges from the consignee at destination.
- Shipper Certification:** If hazardous materials, shipper must sign and date, indicating that materials are packaged, labeled, classified and marked according to DOT regulations.
- Carrier Certification:** If hazardous materials, agent for carrier (driver) must sign declaring in accordance with DOT regulations. For all shipments, this field is used for driver's employee number, trailer number and pieces of the shipment.

\* All services are subject to terms and conditions provided in the FFX 100 Series Rules Tariff.