



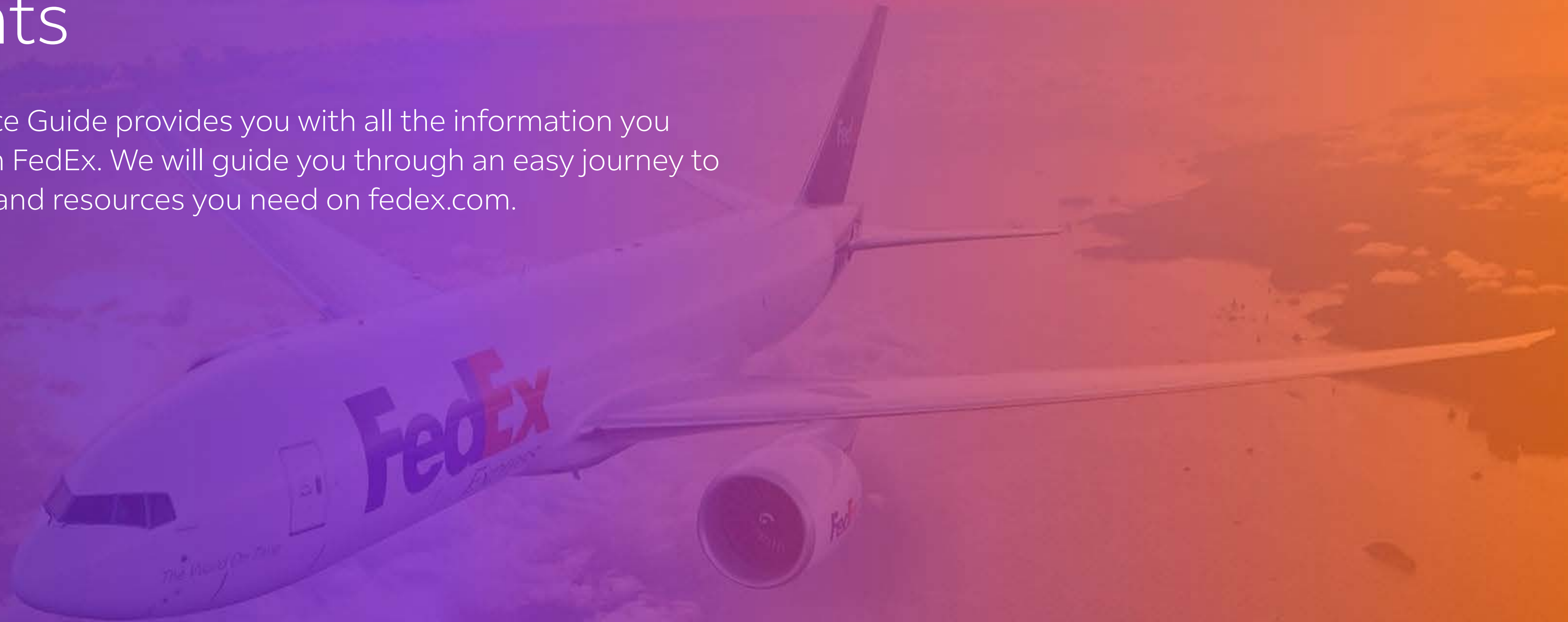
July 2024

Service Guide



Contents

Our FedEx Service Guide provides you with all the information you need to ship with FedEx. We will guide you through an easy journey to get the support and resources you need on [fedex.com](https://www.fedex.com).



About FedEx

FedEx

living 3F
clothes 2F
jewelry 1F

stage + select shop : LaRetro

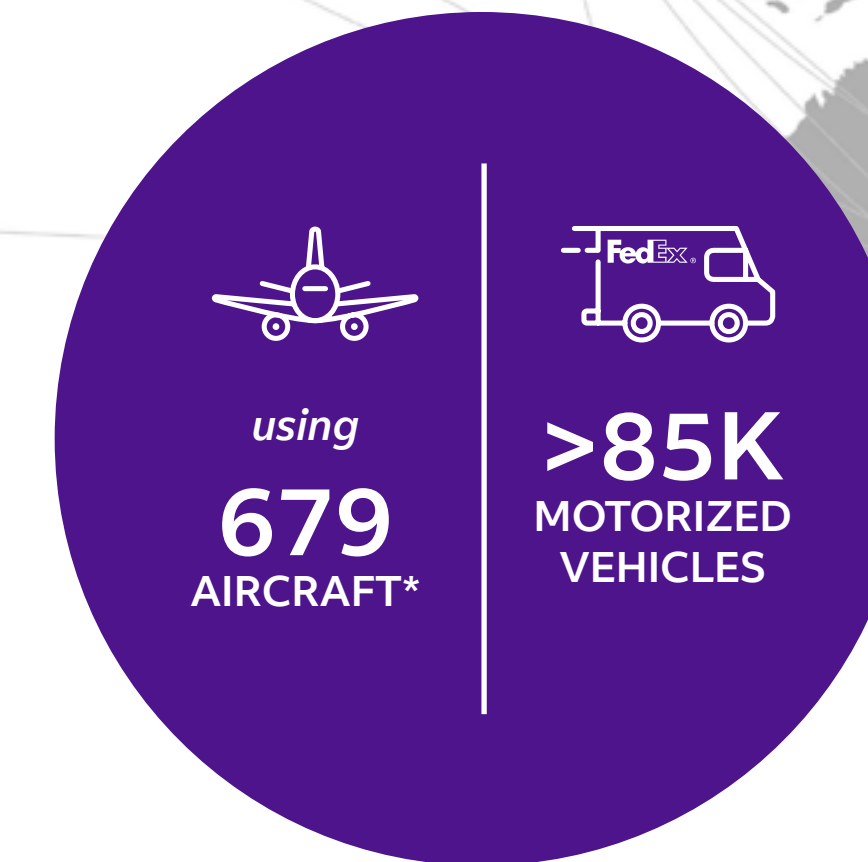
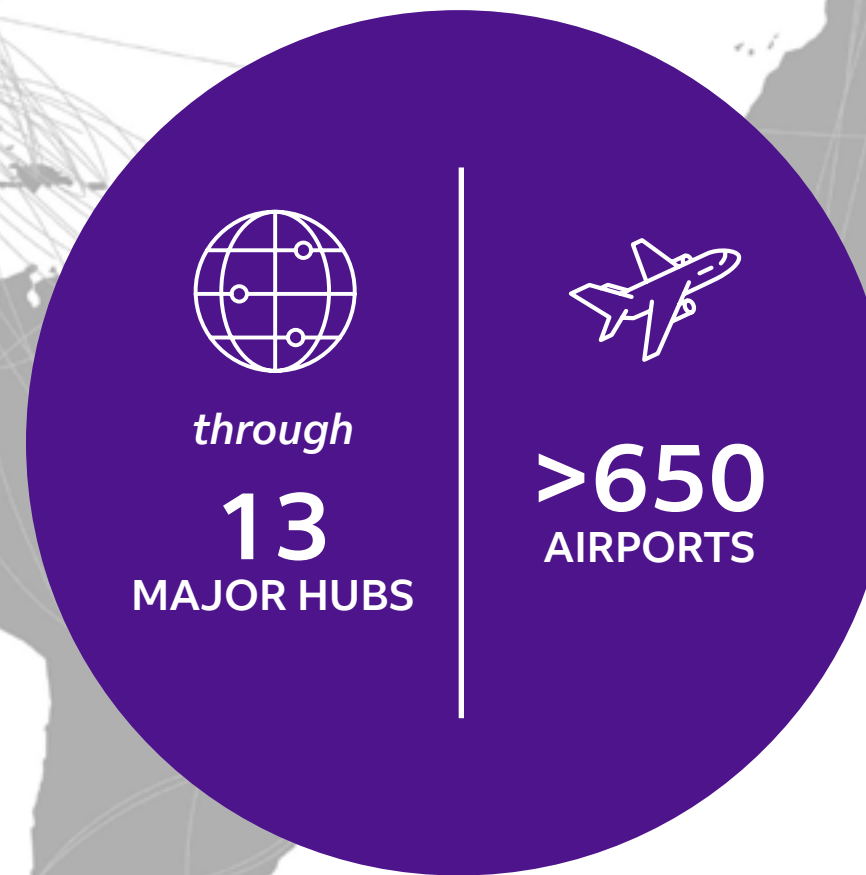
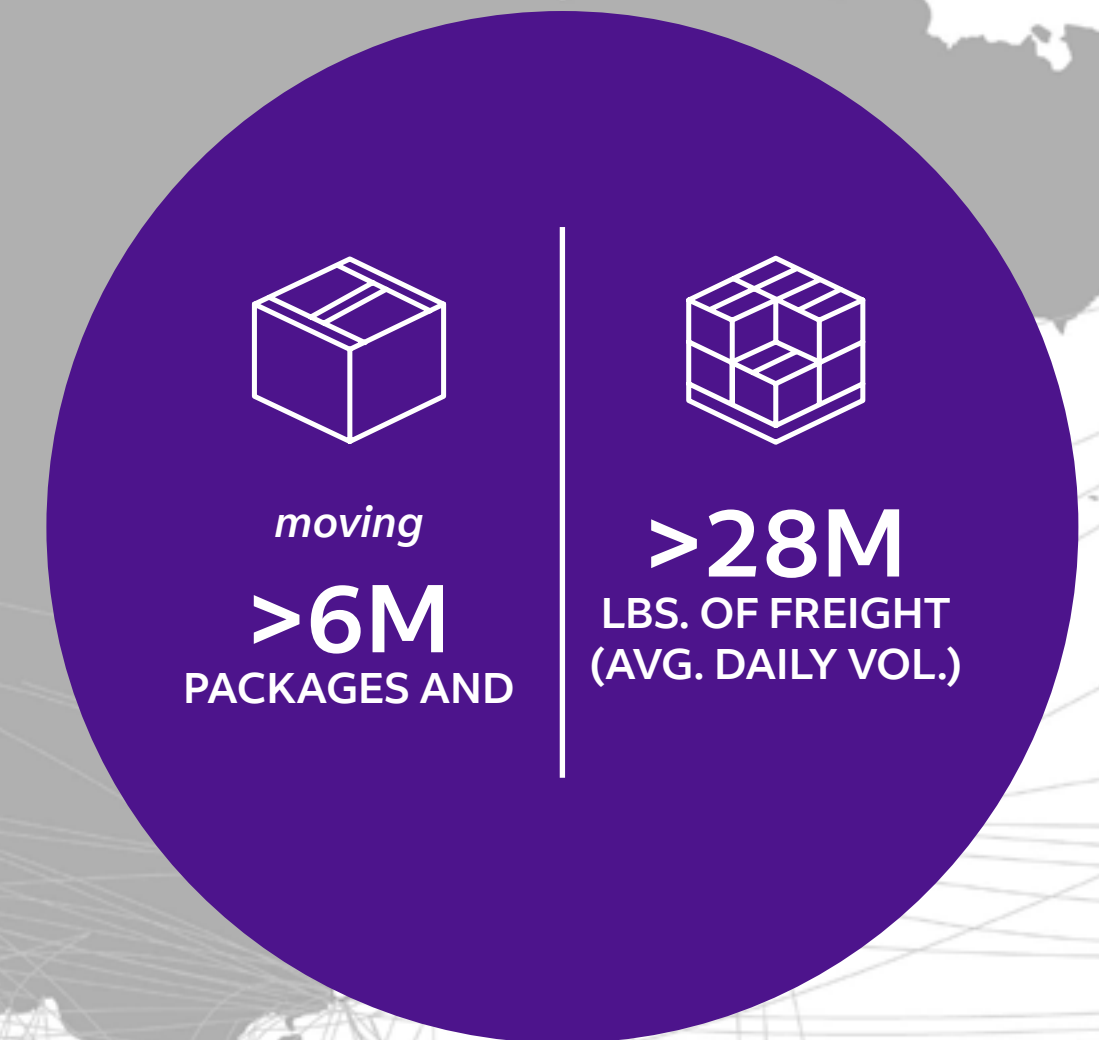
FedEx connects the world

Thank you for choosing FedEx, the world's largest express transportation company. We provide fast and reliable delivery to more than 220 countries and territories.

We connect people with goods, services, ideas and technologies in order to create opportunities that fuel innovation, energize businesses and lift communities to higher standards of living.

At FedEx, we believe that a connected world is a better world, and that belief guides everything we do.

Learn more about FedEx at [fedex.com/en-hk/about.html](https://www.fedex.com/en-hk/about.html)



FEDEX EXPRESS BY THE NUMBERS

*Gross available aircraft; includes parked.

How to Get Started



Get started by signing up for FedEx shipping account

Sign up for a FedEx shipping account now and take advantage of our services and solutions to meet all your shipping needs.



Step 1:

You can choose to open a Corporate Account or a Personal Account

Corporate Account

Choose between a corporate account with a standard 30-day credit term or payment through a valid credit card.

Personal Account

Register with a valid credit card and start shipping instantly.

Step 2:

Create a fedex.com User ID

Once you register for a new account, remember to create a fedex.com User ID so you can manage your shipments online and get instant support from us.



Our New Customer Centre is always on

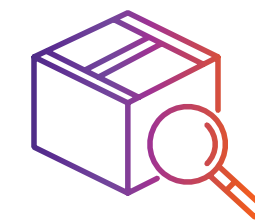
You don't need to worry about where to start. Our New Customer Centre at fedex.com guides you through every step—from your first-time shipping to all you need to do for your future shipping.

Visit our New Customer Centre and make your own personal style for shipping with FedEx.

fedex.com/en-hk/new-customer.html

Get immediate shipping resources at fedex.com

An absolute way to make your shipping easier is visiting fedex.com. Self serve with our advanced online tools and get in-depth information and useful tips to assist you with your business and shipping needs.



Shipping with FedEx



Send your shipments to 220 countries and territories using our wide range of services

Choose the best shipping service based on your top priority, whether it's speed, budget or even a customized solution.

[VIEW ALL SERVICES](#)



Weight per package

I'm after speed first

I'm after value for budget

< 68kg

> 68kg

>300kg

Our Customer Service Team can assist you to get the exact transit time of shipments from/to different origins/destinations and for booking any shipment >300kg.

Contact us at fedex.com/en-hk/customer-support.html

View the Standard Conditions of Carriage to refer to complete terms and conditions governing FedEx services at fedex.com/en-hk/conditions-of-carriage.html

FedEx International Priority® Services

FedEx International First®

Time-definite early-day delivery with customs-cleared, door-to-door to/from North America (1 to 3 business days)

FedEx International Priority® Express

Delivery by 10:30 or noon to select markets in Asia, US, Canada and Europe (1 to 3 business days)

FedEx International Priority®

Door-to-door and next business day delivery by end of day (1 to 3 business days)

FedEx® International Connect Plus

Fast and convenient day-definite service for B2C business (1 to 5 business days)

FedEx International Priority® Freight

Fast and reliable premium airfreight service for minimum 68kg in weight (1 to 3 business days)

View details of service features at [fedex.com/en-hk/shipping.html#priorityservices](https://www.fedex.com/en-hk/shipping.html#priorityservices)

FedEx International Economy[®] Services

FedEx International Economy[®]

Reliable door-to-door and customs-cleared service at an affordable price for your non-urgent shipments.

FedEx International Economy Freight[®]

No-weight-limit, budget-friendly delivery option for heavy packages (more than 68kg)

FedEx[®] International Deferred Freight

No-weight-limit, budget-friendly deferred freight delivery option for heavy packages (more than 68kg) delivered to selected global destinations

*Eligibility criteria for discounted rates apply

View details of service features at [fedex.com/en-hk/shipping.html#economyservices](https://www.fedex.com/en-hk/shipping.html#economyservices)

No matter what you ship - pharmaceuticals, aerospace or automobile parts - timely delivery impacts business. Our value-added and customised solutions, supported by dedicated specialists, can meet your specific needs and move your business forward.

Additional Service Options

Explore more details at fedex.com/en-hk/shipping.html#aos

Industry specific solutions

Need a quote and transit time right now?

Enter some basic information about your shipment in our online rating tool at fedex.com, and you will get a quote and transit time instantly.

Here are 3 steps to use online rating tool:

- 1 Enter the origin and destination
- 2 Select the package type and number of packages
- 3 Select the weight, dimension, ship date and submit



Get rate and transit time at fedex.com/en-hk/online/rating.html

* Login to your account to see your account-specific rates.

** Rates shown may be different than the actual charges.

FedEx Shipping Rates

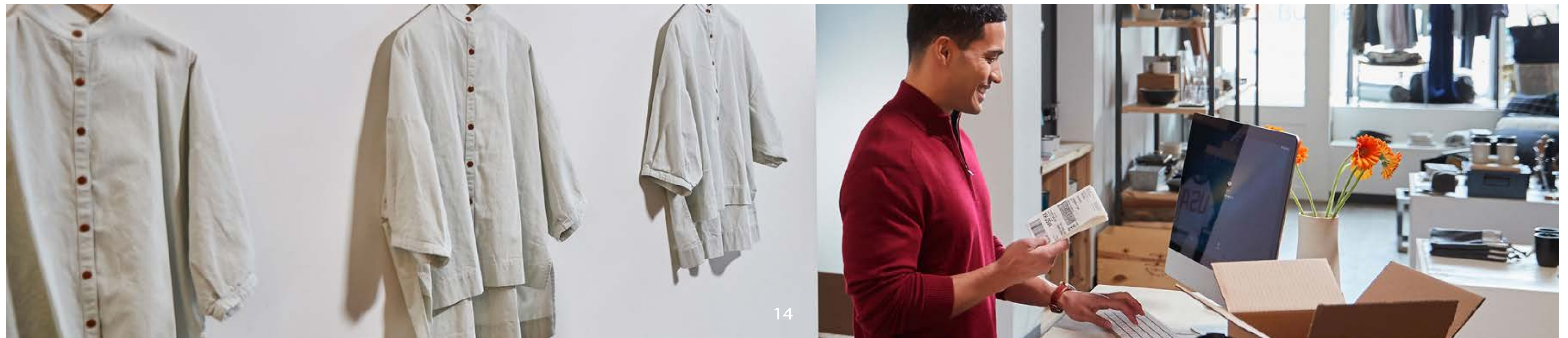
View and download PDF file of FedEx shipping rates at fedex.com/en-hk/shipping/rates.html

International Fuel Surcharge

Check the latest adjustment of the fuel surcharge percentage for FedEx Express® services at fedex.com/en-hk/shipping/surcharges.html

Other Surcharge

For payers, download the 'FedEx Surcharge and Other information' at fedex.com/en-hk/shipping/surcharges/other-surcharges.html



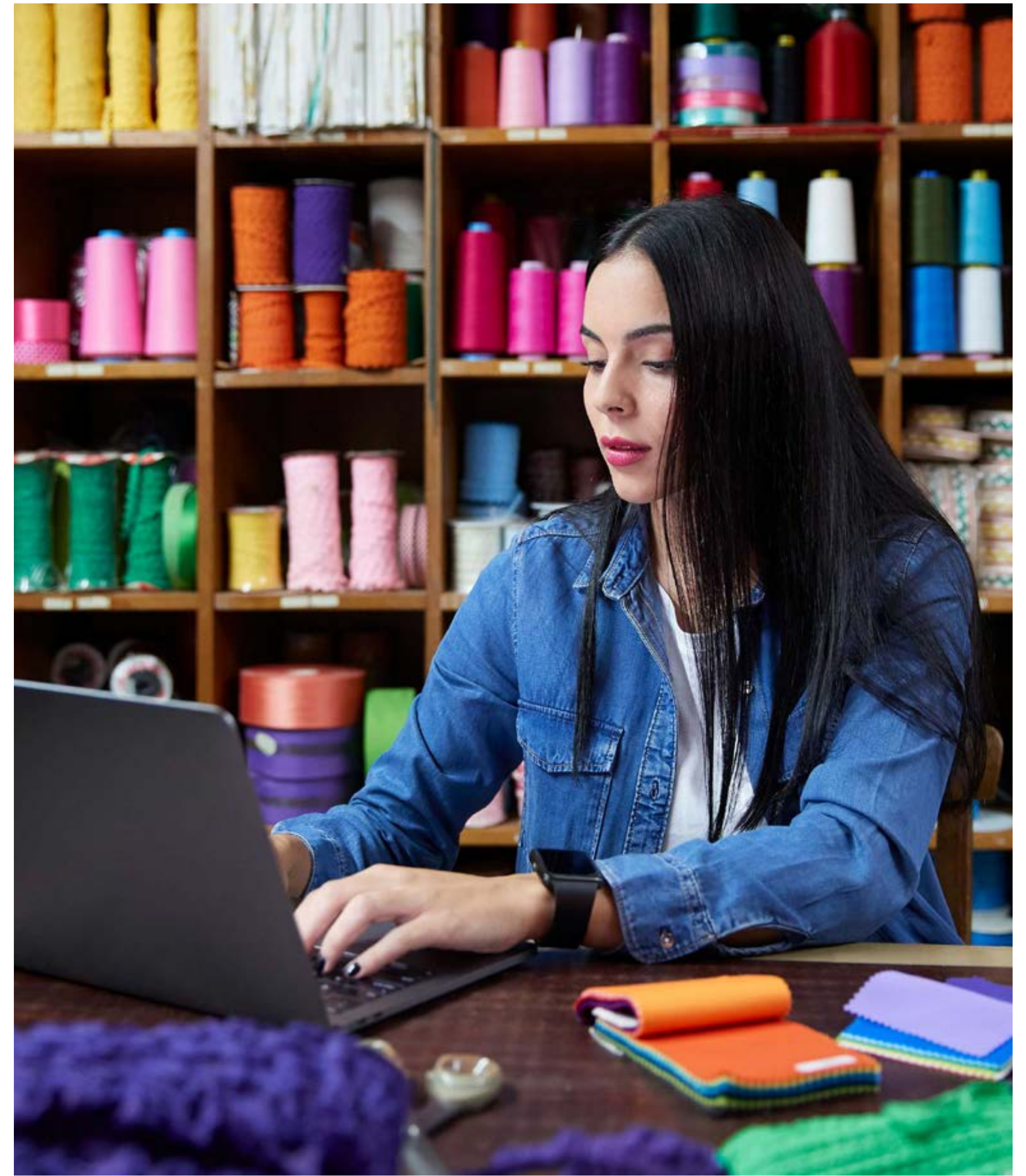
Ship online at fedex.com – the fastest way to create your shipment

You can create a shipment, schedule a pickup, print an air waybill and more at fedex.com. Go to fedex.com/en-hk/online/shipping.html and enter the recipient and package information and choose the service type and billing options.

Get started online shipping by following these simple steps:

-  **1** [Open a FedEx Account](#) >
-  **2** [Create your fedex.com User ID](#) >
-  **3** [Login and click Ship Now!](#)

 **Help Guide is available at fedex.com/en-hk/online/shipping/help.html**





Ship online via FedEx Ship Manager™ at fedex.com

Gain efficiencies for your business with our online shipping solution – FedEx Ship Manager™ at fedex.com.

Enjoy the following benefits:

Get rate and transit time quickly and easily

Schedule pickups without making a phone call

Get full visibility of your shipment status

Save time preparing shipments

Generate customs clearance documents easily



Learn how to create a shipment online. [WATCH VIDEO](#)

Preparing customs clearance documentation made easy

No more hassle for your customs clearance paperwork preparation!

Global Trade Manager is a one-stop resource for international shipping information and customs clearance documentation requirements. You can simply provide your shipping profiles and see what forms and information you need to fill out or submit.

Global Trade Manager provides as follows and more.

Estimate Duties and Taxes

Get help finding the necessary documents

Get important regulatory information specific to your shipment

View details of customs tools at fedex.com/en-hk/customs-tools.html

View Global Trade Manager at fedex.com/GTM?cntry_code=hk



Send your trade document online and enjoy peace of mind

You can upload and submit your trade documents electronically via FedEx® Electronic Trade Documents. This simple, efficient and reliable solution helps you minimize customs delays and ensures timely delivery of your international packages.

Get started to enable electronic uploads via one of following tools.

[FedEx Ship Manager™ at fedex.com](#)
[FedEx Ship Manager™ Software](#)
[FedEx Web Services](#)



Three ways to upload trade documents through FedEx Electronic Trade Documents*:



Move your cursor over service names to see the description.

*Available options may vary depending on destination.

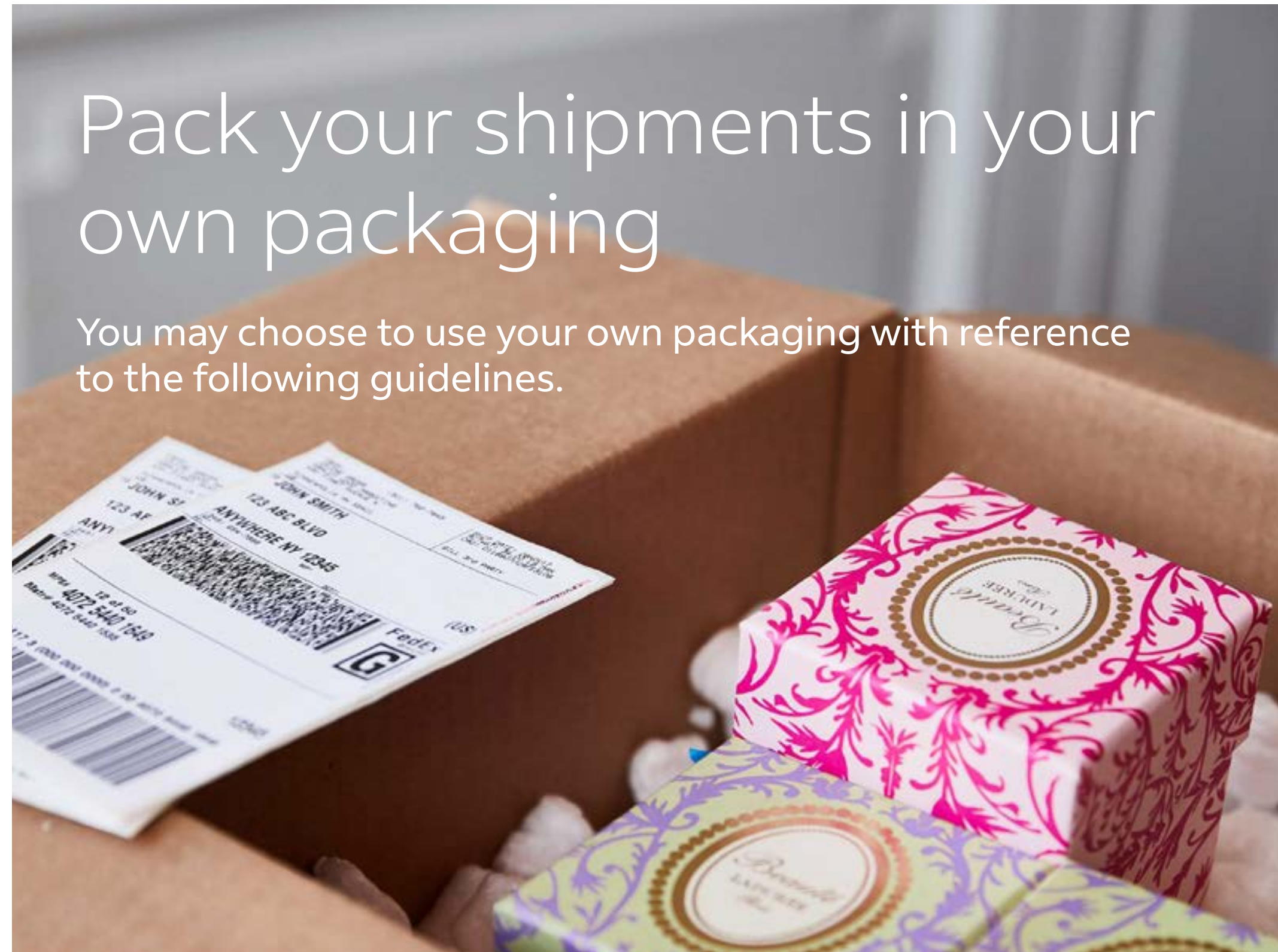
Find the perfect package for your shipment

Proper packing ensures that your shipment can arrive safely in the condition it was sent. We have developed a range of ready-to-use, self-sealing packaging in a variety of shapes and sizes. Each design has been proven many millions of times.

Choose from a range of FedEx supplies and order it at fedex.com/en-hk/shipping/packaging/supplies.html

💡 Move your cursor over the image of supply to view the example of shippable items.

ENVELOPE	PAKS	BOXES	TUBES	10/25KG BOXES	BROWN BOXES
<p>Letter-size and legal-size documents</p>	<p>Tear-resistant and water-resistant packaging</p>	<p>Sturdy boxes in a variety of sizes</p>	<p>Triangular box for plans, posters, fabric rolls, charts and blueprints</p>	<p>More solid boxes for larger and heavier shipments</p>	
<p>9.252" x 13.189" (23.5cm x 33.5cm)</p>	<p>12" x 15.5" (30.48 cm x 39.37 cm)</p>	<p>13.25" x 11.5" x 2.38" (33.66 cm x 29.21 cm x 6.03 cm)</p>	<p>38" x 6" x 6" x 6" (96.52 cm x 15.24 cm x 15.24 cm x 15.24 cm)</p>	<p>15.81" x 12.94" x 10.19" (40.16 cm x 32.86 cm x 25.88 cm)</p>	<p>16.54" x 16.54" x 18.50" (42.00 cm x 42.00 cm x 47.00 cm)</p>
	<p>17.5" x 20.75" (44.45 cm x 52.71 cm)</p>	<p>17.88" x 12.38" x 3" (45.40 cm x 31.43 cm x 7.62 cm)</p>		<p>21.56" x 16.56" x 13.19" (54.8 cm x 42.1 cm x 33.5 cm)</p>	<p>16.54" x 11.42" x 9.84" (42.00 cm x 29.00 cm x 25.00 cm)</p> <p>18.11" x 12.20" x 14.17" (46.00 cm x 31.00 cm x 36.00 cm)</p>



Pack your shipments in your own packaging

You may choose to use your own packaging with reference to the following guidelines.

Packing Tips

Weight per package
 \leq
 68kg/150lb*

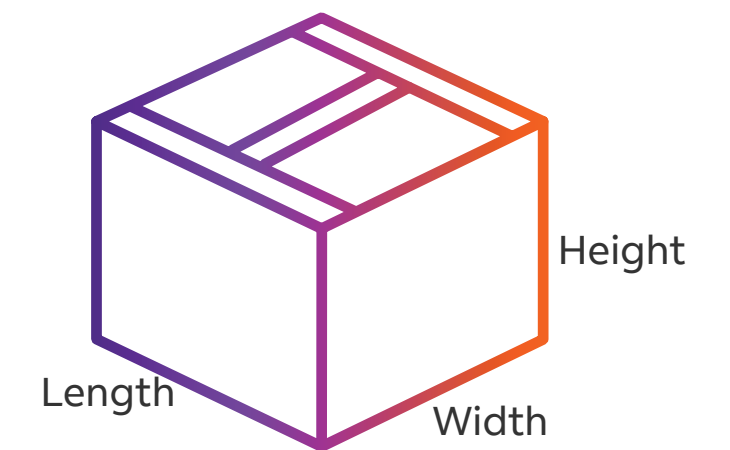
Length per package
 \leq
 274cm*

Length + Girth
 \leq
 330cm*

*May vary by destination
 **Conditions apply

Maximum Declared Value
 \leq
 US\$ 50,000

Calculation (formula) of dimensional weight



Centimeters (cm)

$$\frac{\text{Length} \times \text{Width} \times \text{Height}}{5000}$$

Inches (in)

$$\frac{\text{Length} \times \text{Width} \times \text{Height}}{305}$$

Length : The longest side
 Girth : (Height + width) * 2

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

Dimensional-weight pricing is applicable on a per package basis to all shipments in customer's own packaging and FedEx Pak shipments exceeding 940 cubic inches or 15,403 cubic centimeters.

Please refer to our [Standard Conditions of Carriage](#) for total shipment weight of Multiple-Piece-Shipment (MPS)



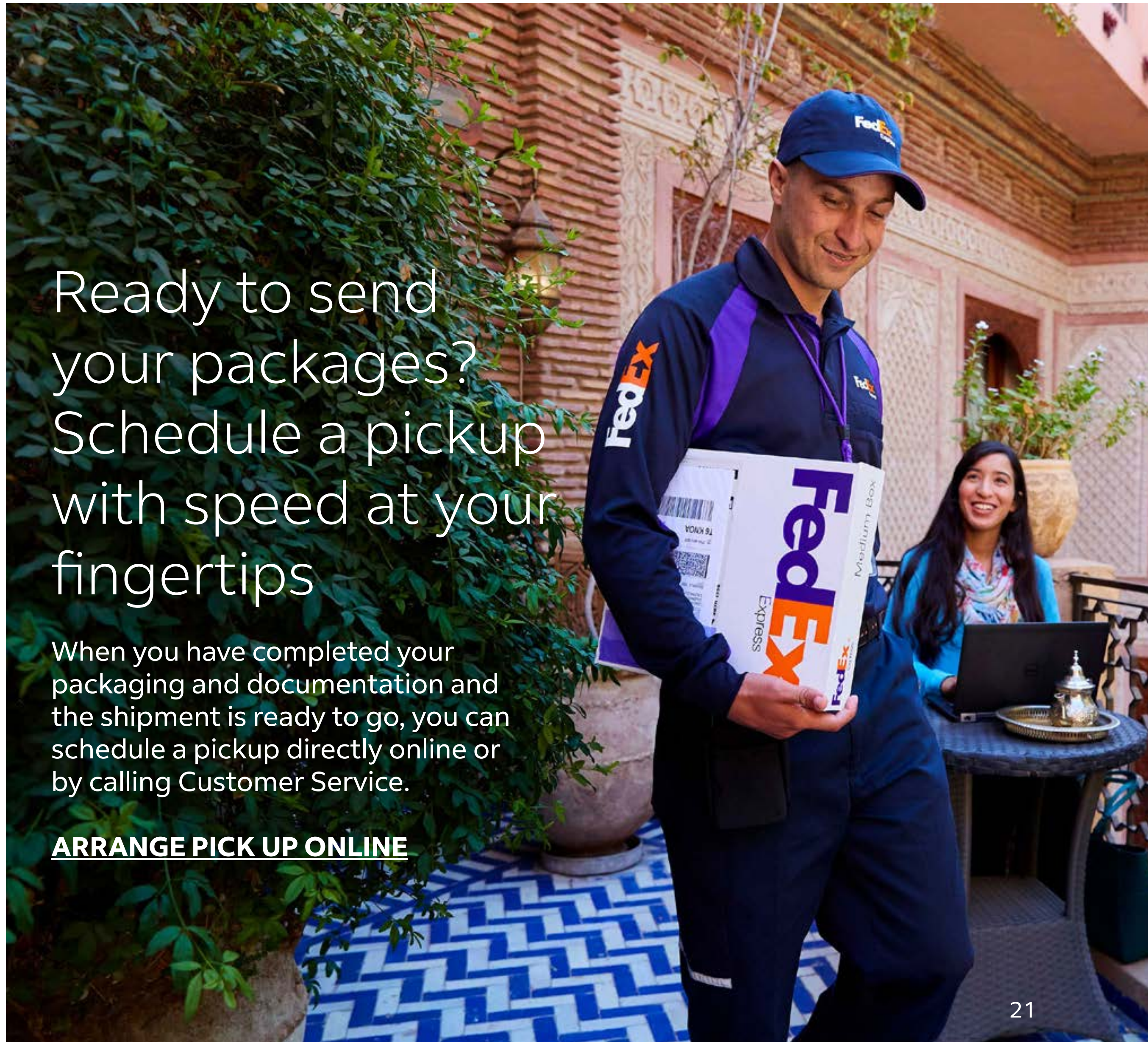
Shipping dangerous goods safely?

See our packaging guide at

fedex.com/en-hk/shipping/dangerous-goods.html

Discover how to pack lithium battery properly at

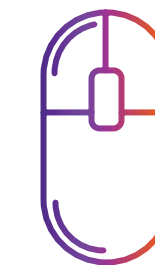
fedex.com/en-hk/shipping-guide/pack/lithium-batteries.html



Ready to send
your packages?
Schedule a pickup
with speed at your
fingertips

When you have completed your packaging and documentation and the shipment is ready to go, you can schedule a pickup directly online or by calling Customer Service.

ARRANGE PICK UP ONLINE



Schedule a pickup online

You can schedule, view, edit or cancel your online pickup request with just a few clicks.



FedEx Ship Manager™ at fedex.com

Add new pickup locations directly into your FedEx Ship Manager™ Address Book.



Schedule a pickup by phone

Call our [Customer Service hotline](#) to arrange a pickup.

Find FedEx locations nearby to drop off your packages

Our facilities including FedEx World Service Center/Ship Center, FedEx Stations and etc. are available to help you send or pick up your packages.

Check the address, operating hours and available services of FedEx location you would like to drop-off your packages at fedex.com



FedEx World Service Center

FedEx World Service Centers are staffed by experienced customer service professionals.

Available services: Drop off, Pickup



FedEx Stations

You can drop off your packages at the service counters of our station.

Available services: Drop off, Pickup



FedEx Self Service Locker

You can collect your FedEx international shipments at any of FedEx Self-Service Lockers.

Available services: Pickup



FedEx 7-Eleven and Circle K Retail Locations

FedEx provides you with flexible self-collection service at your most convenient location.

Available services: Pickup

* 7-Eleven provides self-collection service only

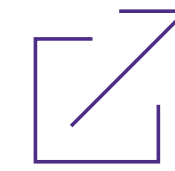
Track the way you want

Our 24/7 online tracking tool gives you control over your shipments. Whether it's one or multiple packages, or whether you use a desktop or mobile phone, you can view the status of your shipments or get a proof of delivery for up to 30 packages.

Do you have tracking numbers or need a proof of delivery for your shipment?

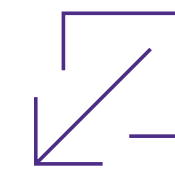
You can simply enter one of information above with any of following devices and tools.

Learn more about tracking at fedex.com/en-hk/tracking.html



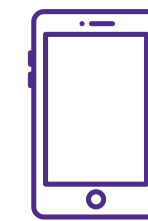
Track Shipment Without Login

Enter the tracking or reference number to get your shipment status and obtain a proof of delivery at fedex.com.



Track Shipment With Login

For those shipments shipped via FedEx Ship Manager™ at fedex.com, the tracking results and details will automatically be shown after you log in.



FedEx Mobile Tracking

FedEx Tracking for mobile is our most convenient tracking tool, giving you updates while you're on the go so you can stay on top of your shipments 24/7 and from any location.



Make deliveries more convenient for your customers with FedEx® Delivery Manager

With FedEx® Delivery Manager, you can offer your customers the ability to customize their delivery date and location at no extra cost. Simply enable the notification option when using any FedEx online tool, such as FedEx Ship Manager™, and your customers can enjoy a variety of delivery options.

Available delivery options*

- Deliver as planned
- Deliver as planned to a safe place
- Deliver to my address on a future date
- Deliver to neighbor
- Deliver to another address
- Deliver to a pickup point

*Available options may vary depending on destination country/territory



Learn about the benefits for both your customers and your business at fedex.com/en-hk/shipping-tools/deliverymanager.html

The easiest way to manage your invoice

Now you can choose to receive your invoices electronically via FedEx® Billing Online and never receive a paper version again. You can view, download and print all the invoices or customs documentation and pay them online with just one click.



Discover your electronic business advantages at fedex.com/en-hk/billing.html



Choose the most suitable payment method

For your convenience, there are a number of ways for you to settle your bill. To get instructions about each way to handle your payment, visit fedex.com/en-hk/billing.html and choose the best way for your situation.



Fund Transfer

It's the perfect option if you want to simplify payment processing.

Your options:

Faster Payment System(FPS)
Bank Account
Check

Learn more at

fedex.com/en-hk/billing/offline-payment.html



Credit Card & Credit Note

A more convenient way of making payment is through credit card.

Your options:

FedEx® Billing Online
Enhanced QR Pay
Pay by phone
Credit Note

Learn more at

fedex.com/en-hk/billing/offline-payment/credit-card-credit-note.html

More Resources



FedEx connects people and possibilities

Your ideas and goods can reach out to millions of people and communities around the world. Open up to our resources to grow your possibilities and to get a continuous support from us.



Open your world to possibilities

Receive stories, ideas, tips and expert advice from FedEx, direct to your inbox.



Latest service news

Check out our Service News for any regulatory changes or service impacts in countries or territories you plan to ship to.



Small Business Center

Let us help your small business thrive. Unpack our expertise at the Small Business Center today.

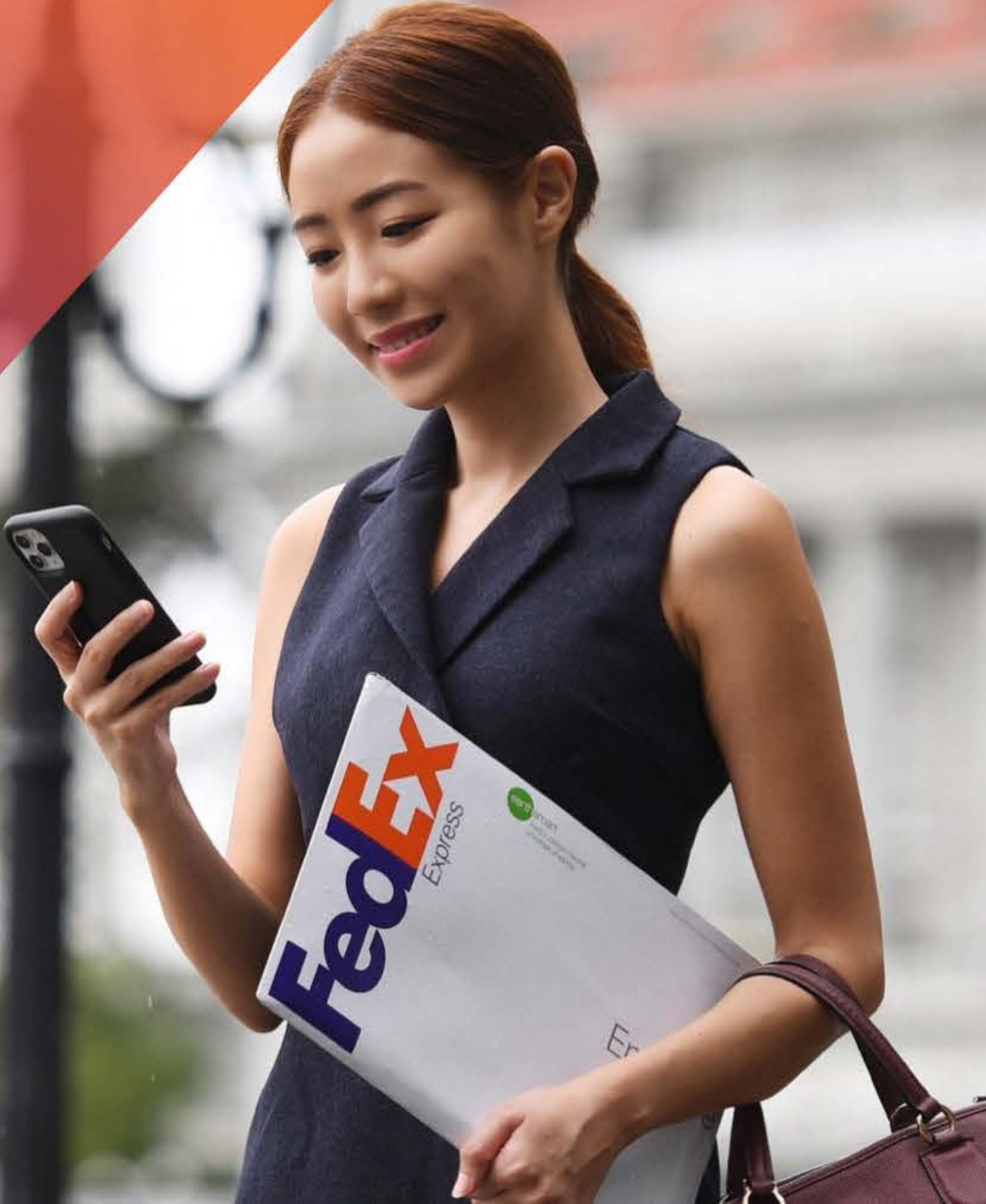


Business Insights

Get inspired by special columns and recent news about the industry, business and the world.



Contact Us





Our professional Customer Support team is here for you

We are open to hear about your needs for shipping with us. Our Customer Support team can give you a full support on your request via chat, e-mail or hotline.

To find out how to get a technical support, FAQs or how to file a claim, visit our Customer Support at fedex.com/en-hk/customer-support.html

General Enquiries



OUR PHONE NUMBERS



Technical Support



FedEx automation products and applications:
852.2193.1455

Service Hours:
Mon-Fri: 0900 to 1900
Sat: 0900 to 1300
(Cantonese dialect support)



Service Hours:
Mon-Sun, 24-hour, inclusive of public holidays
(English language support)



Ask FedEx
Use FedEx [Virtual Assistant](#)