

FedEx Procedure for Airbills:

FedEx Airbills are located in the Business Office, Room E213. FedEx mailing supplies (envelopes, boxes, etc.) are located in the Main Office, Room D244

Please make sure to put the following information on the FedEx Airbill in each section:

- 1) Sender's name and phone number (no abbreviations or lab names please)
- 2) **Speedtype to charge in "internal billing reference" spot**
- 3) Recipient information

If you have questions on this process, please contact your business office professional.