MEDIAWORKS

FEDEX SHIPPING TIP SHEET

Deadline maintenance is one of the most important aspects of our service.

Below you will find information regarding FedEx timelines and shipping tips to help minimize unexpected shipping delays.



STANDARD FEDEX (DOMESTIC & INTERNATIONAL) PRIORITY TIMELINES

(Standard business days, not including Saturday or Sunday)

US - 1 day

US-Hawaii - next day PM

Canada - 2 days

OUS - 4 days



ENSURE YOUR FEDEX FORM IS FILLED OUT COMPLETELY

- Full name of recipient
- · Recipient cell phone number
- · Recipient check-in date
- Full shipping address including phone number of hotel
- Receive shipment notifications automatically by checking off ship, tendered, exception, estimated delivery, and delivery



NECESSARY INFORMATION FOR INTERNATIONAL SHIPPING

- · Always include signed Customs Forms with every shipment
- If FedEx doesn't generate a Commercial Invoice for the country you are shipping to, a Custom Commercial Invoice must be created
- Check off Delivery Duties Paid (DDP). If using a non-FedEx-generated commercial invoice, place shipper's contact information in the importer section and indicate DDP
- Importer Number must be filled in. This is the cell phone number of the recipient
- The contents of the package must be broken out with quantities and dollar value of each item equal to the total quantity and cost
- Include the arrival date of recipient in the contact line
- Include copy of recipient's passport or passport number
- To be notified if your package is being held up for any reason, receive automatic emails by adding your email address to the Shipment Notification section and checking off "exception" when processing your shipment.

For more information on international customs documentation, visit http://www.fedex.com/us/quick_help/freight/internationalcustomsdocumentation.html