



Freight Shipping Guide



FedEx is dedicated to taking care of you and your customers by providing fast, reliable, intact shipments.

Customer Service **1.866.393.4585**

SHIPMENT CLASSIFICATION

Four freight characteristics are used to determine shipment classification:

- **Density** - how heavy the shipment is for the space it occupies—expressed in pounds per cubic feet (PCF).
- **Stowability** – how well the shipment uses trailer space considering:
 - Excess size or weight.
 - If the shipment can be stacked on with other freight.
 - Loading restrictions due to government regulations.
- **Ease of handling** - special care may be required due to size, weight or configuration.
- **Liability** - measured by such things as:
 - Value per pound.
 - Susceptibility to theft or damage.
 - Liability to damage.
 - Perishability.
 - Tendency to damage other freight, spontaneously combust or explode.

For additional assistance, contact your sales executive. Additional information is available from the NMFTA at **1.866.411.NMFC (6632)** or go to www.nmfta.org.

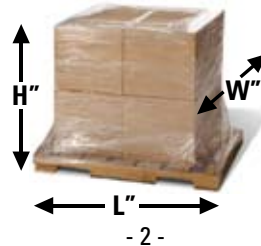
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DENSITY

To secure the best possible LTL (less-than-truckload) shipping rates, always package your products using the least amount of space, and provide accurate weight(s). This increases shipment density—a plus for you as a shipper.

- Density = Weight (lbs.)/Cubic Feet
- Cubic feet = the greatest dimensions of the handling unit divided by 1728 - $(L'' \times W'' \times H'')/1728$
- Cubic feet for round items such as cylinders, drums, etc. = $(H'' \times D'' \times D'')/1728$ where D = diameter

Add all handling unit weights together and divide by the total number of cubic feet for all handling units.



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BILL OF LADING

The Bill of Lading (BOL) is a required legal contract that verifies that the carrier has received the shipment as described and is obligated to deliver that shipment in good condition to the consignee (person receiving the freight).

Key information to include on the BOL:

- Description of what is being shipped: *
 - Clearly describe all commodities.
 - List NMFC item number(s) and class(es).
 - State accurate shipment weight(s).
 - Provide a piece count and number of handling units.
- Where is the shipment's ultimate destination?
- List any special handling requirements.
- Who will pay the shipping charges:
 - Shipper = prepaid [PPD].
 - Consignee = collect [COL].
 - Third party.
- *For international shipments, include the name and phone number of the customs broker.*

* An accurate commodity description, including the correct NMFC item number, freight class and weight, is required to avoid billing issues and promotes invoicing accuracy.

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PACKAGING CONSIDERATIONS

Layers of shrinkwrap must overlap, especially with tall pallets. Wrap upward, overlapping film by 50 percent.

Result: Stabilizes the freight and keeps it from tipping over.

Twist shrinkwrap every other time around freight.

Result: Increases strength of the wrap.

Tie shrinkwrap to pallet before wrapping, and wrap all freight securely to the pallet.

Result: Limits chances of freight sliding off pallet or falling off pallet.

Only use pallets that are in good condition.

Result: Avoids damage to freight during transit caused by boards caving in or wood and nails damaging freight.
Treated hardwood pallets are required for international destinations.



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Place cardboard or chipboard between freight and pallet.

Result: Reduces freight damage from forks and wood or nails working into freight.

Stack smaller, lighter items on heavier items.

Result: Reduce possible crushing.

DO NOT allow freight to overlap pallet.

Result: Increases opportunity of damage to freight by other freight, trailer wall or pallet itself.



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DO NOT place any freight on a pallet without securing the freight to the pallet.

Result: Freight is always in constant motion/vibration during transit. Anything not secured to pallet will fall from pallet



DO NOT load bags directly on the pallet.

Result: Bags are easily torn. Always place cardboard between the pallet and around the sides of the pallet whenever possible.



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PALLET PACKAGING TIPS

- Do not overload a pallet with weight, height or volume as this can make the pallet top heavy and cause a collapse.
- When stacking cartons on pallets, make sure they are packed tightly and tie stacked from layer to layer.
- Protect your products with good outer packaging (e.g. cardboard, bubble padding or plastic wrap) as this will help prevent rubbing and scratching in transit.
- Banding or strapping is recommended for heavy items to secure them to the pallet.
- Use interior packaging to eliminate empty space in cartons to avoid crushing.
- When shipping inserts or flyers on a pallet, consider banding or tying individual bundles before wrapping with plastic wrap. If the wrap breaks, the bundles will help maintain the products' stability.
- When using shrinkwrap, start at the bottom of the pallet, wrapping upward around the load. This prevents the shipment from shifting or slipping off of the pallet and potentially damaging the cartons or other freight.

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LABELING AND PIECE COUNT

Proper labeling helps ensure on-time delivery and complete orders.

- Individual packages and pallets should both be labeled.
- Labels on the freight should match the bill of lading and clearly show the full name and address of the consignee.

The use of brightly colored labels helps identify special requirements such as:

- Do Not Break Down Pallet
- Do Not Double Stack
- Do Not Forklift
- Fragile: Handle with Care
- Fragile: Top Freight Only
- Keep Upright

Accurate piece count and description are critical to preventing shortages

On the Bill of Lading, specify the total number of pieces as well as the total number of handling units shipped. For example, if you tendered 25 boxes stretchwrapped to one pallet, describe this as 25 pieces and 1 handling unit.

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INTERNATIONAL AND OFFSHORE SHIPPING

When shipping to or from the U.S., Canada, Mexico, or Puerto Rico specific documentation *must* be completed. It is important to remember that depending on the type and value of the goods being shipped, all or some of the following documentation is required.

Canada

- Bill of Lading (include broker name and phone number)
- Commercial Invoice or Canada Customs Invoice
- NAFTA Certificate of Origin

Mexico

- Bill of Lading (include broker name and phone number)
- Commercial Invoice
- Shipper's Export Declaration (SED)
- NAFTA Certificate of Origin

Puerto Rico

- Bill of Lading
- Commercial Invoice
- Shipper's Export Declaration (SED)

For online forms or additional information, go to fedex.com; if you require further assistance, contact your sales executive, or call FedEx Freight International Customer Service at **1.866.393.4685**.

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ACCURATE WEIGHT

It's important to know exactly what your shipment weighs. By providing accurate weights you can better manage your shipping costs.

- Shipping weight includes the commodity, the pallet and packaging material.
- FedEx offers weight breaks when shipping larger amounts.
- Weight breaks are based on class and zip codes.
- Consolidating shipments may save you money.
- Accurate weights avoid potential rebilling issues.

CUSTOMIZED SOLUTIONS

FedEx Freight® Customized Solutions offers:

- Truckload and Freight Forwarding
- Specialized Quotes **1.888.465.5646**
- Distribution and Consolidation
- Dated Release **1.877.845.0663**

FEDEX EXPEDITED FREIGHT SERVICESSM

- Faster delivery than standard shipping services. **1.800.398.0625**

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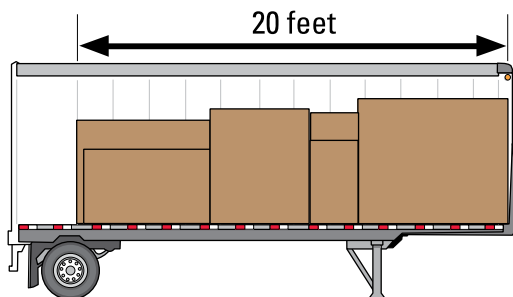
CAPACITY AND VOLUME

- When shipping four pallet positions or 5,000 lbs. or more, you may be eligible to receive a volume quote.
- To avoid excess capacity charges, on 10 or more pallet positions (20 linear feet), be sure to call:

FedEx Freight
1.888.465.5646*

FedEx National LTL
1.866.634.1518*

* Volume quotes based on reduced liability of \$1 per lb. (maximum).



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