

## How To Make a Fedex account

1. Go to [fedex.com](http://fedex.com)
2. Click on “sign up/login” and go to “create account”
3. Click on “open shipping account”
4. Click on “sign up”
5. Fill out form then click on “open Fedex account”
6. Input credit card information and click on “submit/verify”

## How To Create a Shipment Label

1. Log into account
2. Under shipping, select “create a shipment”
3. Fill in the “to” portion with the address and phone number
4. Fill in the package details.
  - Our box dimensions are Length 13 in, Width 13 in, Height 9in
  - The weight of our boxes are 4 lbs
  - Select service type:
    - Priority overnight is delivered by 10:30am Monday-Friday and 12:30pm on Saturday
    - First overnight is delivered by 8:30am Monday-Friday and 10:30am on Saturday
5. Fill in the declared value of the package. This is the value that could potentially be returned to you if your package does not make it on time or is lost and you have to file a claim. The final decision on a refund is made by Fedex.
6. Click on “return label” at the bottom on the package details if you wish to have the box returned to you. If not, leave the box unchecked.
7. Click “Continue”
8. If box is being returned to you, fill out the dimensions and weight again, this time selecting Fedex ground.
9. Click “Ship”
10. Print the label, the return label (if chosen), and the receipt.

NOTE: Fedex delivery times are not guaranteed on or around holidays. Please visit their website for further information.