



The more info, the better

When preparing Bills of Lading for your less-than-truckload (LTL) freight shipments, there's no such thing as too much information. Complete all required fields, and include any additional details that will help us get your shipments there, intact and on time. **The more we know, the more we can do.**

This **FedEx Freight Bill of Lading Preparation Guide** provides tips and advice on properly completing each field of this important shipping document.

Let's get started

1. **Date:** The month, date and year the freight was shipped or picked up by us.
2. **Shipper's Bill of Lading Number:** Supplied by the shipper to reference shipment information.
3. **Service Type:** Select the service type for your shipment. You can get transit times and rate quotes for your shipment at [fedex.com](https://www.fedex.com).
 - **FedEx Freight® Priority** when speed is critical to meet your supply chain needs.
 - **FedEx Freight® Economy** when you can trade time for savings.
4. **Purchase Order Number:** Supplied to the shipper by the consignee or buyer.
5. **Shipper Number:** Reference number provided by the shipper.
6. **Close of Business Delivery:** Shipment delivered by 5 p.m. on the standard due date, with a money-back guarantee (\$70 fee; except for customers on the FXF 1000 Rate Base, who receive a no-fee money-back guarantee for FedEx Freight Priority shipments).*
 - **Guaranteed Delivery Options:** You may select a money-back guarantee for your delivery. Note that charges and tariff limitations may apply.
7. **Shipper Section:** Includes shipper's name, FedEx Freight account number, attention designation, phone number and address.
8. **Consignee Section:** Includes consignee's name, FedEx Freight account number, attention designation, phone number and address. Red box is used to indicate C.O.D. (See No. 15).
9. **Accessorial Charges*:** Indicate whether any of the following apply to the shipment:
 - **Liftgate:** FedEx Freight trailer will require a liftgate to load or unload the shipment.
 - **Inside Delivery:** Shipment will require pickup or delivery beyond a point directly accessible to the trailer.
 - **Limited Access:** Pickup or delivery will need to be made at a limited access location (e.g., school, construction site, military base).
10. **Bill of Lading Number:** Supplied by the shipper to reference shipment information. (See No. 2)
11. **Custom Delivery:** Select a delivery before, on or after a date, or between two dates, as long as it's after the standard delivery date. No additional fees for this service.
12. **Special Instructions:** Include any special instructions for the shipment.



- 13. Third Party Bill To:** List representative responsible for paying freight charges, if different from shipper or consignee. Include the payer's FedEx Freight account number, if known.
- 14. Freight Charges:** Terms of freight. Charges are prepaid unless marked Collect.
- 15. Collect on Delivery:** C.O.D. amount here.
- 16. Remit C.O.D. To:** Address where C.O.D. payment is to be sent.
- 17. Handling Units (H/U):** Number of units requiring loading (e.g., 2 pallets).
- 18. H/U Pkg. Type:** Type of shipping unit (e.g., pallet, crate, drum).
- 19. Pieces:** Total number of pieces for shipment.
- 20. Hazardous Materials (X):** Column should contain an X or an RQ if containing hazardous materials. Please include an emergency contact phone number. (See No. 27)
- 21. Description of Article or Contents:**
- Type of shipping unit (carton, skid, drum).
 - Freight description (complete description of the contents).
 - Special markings (precautionary markings such as Keep Upright, Freezable, Glass, Do Not Double Stack, and more).
 - Special instructions (Call Before Delivery, Liftgate Required, etc.).
- 22. Weight in Pounds (Lbs.):** Total weight of each commodity.
- 23. NMFC Item Number:** Shipper provides NMFC item number for commodity type. For help in determining NMFC item number, contact FedEx Freight Customer Service at **1.866.393.4585**.
- 24. Class:** Class number is assigned by NMFC for proper rating. For help in determining NMFC class designation, contact FedEx Freight Customer Service at **1.866.393.4585**.
- 25. Cube (optional):** Cubic feet of shipment (L x W x H) in inches, divided by 1,728.
- 26. Total Handling Units:** Total number of handling units for the shipment.
- 27. Hazardous Materials Contact:** When shipping hazardous materials, please provide the hazardous materials emergency contact phone number.
- 28. Hazardous Materials Provider:** When shipping hazardous materials, please provide the name of the hazardous materials provider or the contract number.
- 29. Declared Value:** When the rate is dependent on the value, the shipper is required to specifically state the agreed-upon or declared value of the shipment.
- 30. Excess Liability Coverage:** When excess liability coverage (ELC) is requested, the shipper should indicate the new or used condition of the articles and the amount of coverage being requested. Subject to maximum ELC limits; additional charges may apply.
- 31. EEI/SED Number or Exception:** Electronic Export Information (EEI), formerly Shipper's Export Declaration (SED), is used by the U.S. Census Bureau for compiling official U.S. export statistics and to help regulate the export of goods to other countries.
- 32. Broker Information:** Customs broker contact name, phone number and fax number are *required* for international shipments.
- 33. Freight Collect Shipments:** This non-recourse clause may be executed when the shipper does not want to be responsible for the inability of the carrier to collect freight charges from the consignee at the destination.
- 34. Shipper Certification:** If the shipment contains hazardous materials, the shipper must sign and date this field, indicating that materials are packaged, labeled, classified and marked according to U.S. Department of Transportation (DOT) regulations.
- 35. Carrier Certification:** If the shipment contains hazardous materials, the agent for the carrier (driver) must sign this field, declaring the shipment is in accordance with DOT regulations. For all shipments, this field is used to include the driver's employee number, the trailer number and the number of pieces in the shipment.

*All services are subject to the terms and conditions of the FedEx Freight 100 Series Rules Tariff.



More info

- Contact your FedEx account executive
- Go to **fedex.com/us/freight**
- Call **1.800.GoFedEx 1.800.463.3339**
- Call FedEx Freight Customer Service at **1.866.393.4585**