

**Operation Fuel, Inc.
Federal Express Shipping Procedures**

Shipping Client Files to Operation Fuel:

- 1) **Shipping Labels and Supplies:** Operation Fuel will provide each fuel bank with a set of pre-printed Fed Ex shipping labels. (See attached sample.)
 - Fuel banks may request envelopes and boxes directly from Fed Ex.

- 2) **Fuel Bank Fed Ex Account Numbers:** Each fuel bank has been assigned a unique Federal Express account number that is tied to the Operation Fuel account number.
 - Your fuel bank's account number is printed below.
 - Fuel banks can also access their Fed Ex account number through their individual fuel bank form in the Fuel Bank Management System.
 - For questions, contact Lynn McDonald at Operation Fuel: 860-243-2345 or lynn@operationfuel.org

Scheduling a Pickup:

Call Fed Ex at 1-800-463-3339.

Provide your individual fuel bank Fed Ex account number (explained above).

Order same-day pickup for **"Fed Ex Express 2-day Service."**

Use the pre-printed Fed Ex shipping label provided by Operation Fuel.

FUEL BANK: _____

FED EX ACCT. #: _____