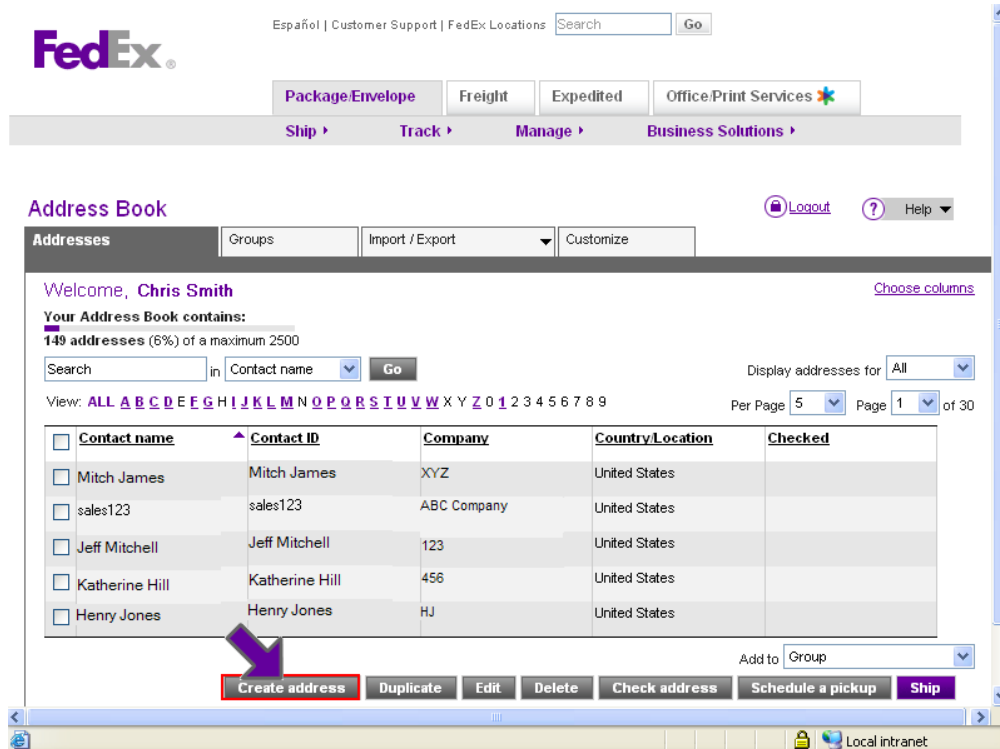


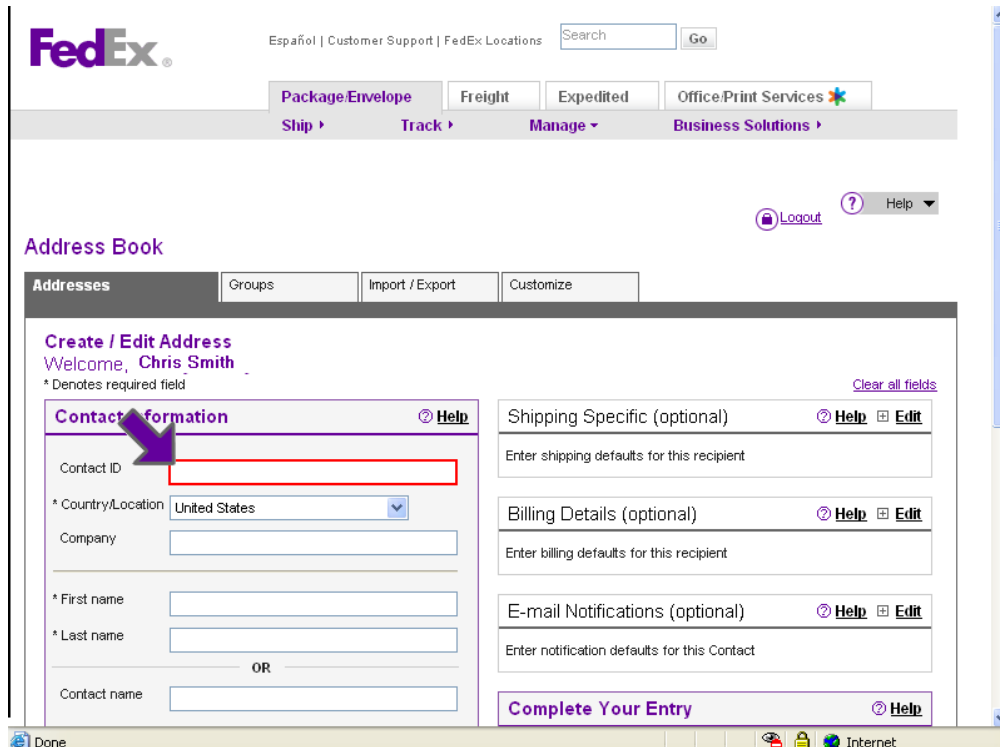
Creating an Address on fedex.com

➤ Step by Step

1. Click the *Create address* button.



2. Enter the contact information.



3. Save address as recipient, sender, recipient & sender, or broker.

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4. Select any of the desired options under each module.

5. Click the *Save* button.



United States

Company: ABC Company

* First name: John

* Last name: Smith

OR

Contact name: John Smith

* Address 1: 123 North Ave

Address 2:

* City: Memphis

* State: Tennessee

* ZIP: 34567

* Phone no.: 901-555-5555 ext.:

Fax no.:

Department:

This is a residential address

Skip automatic address checking

Save as: Recipient & Sender

Add to: Group

Billing Details (optional) [Help](#) [Hide](#)

Bill transportation to: Sender

Bill duties/taxes/fees to: Sender

Pickup/Drop-off (optional) [Help](#) [Edit](#)

Schedule a pickup or find the nearest drop-off location.

E-mail Notifications (optional) [Help](#) [Hide](#)

E-mail	Notification type
Sender	
john.smith@abccompany.com	<input type="checkbox"/> Ship <input checked="" type="checkbox"/> Pickup
English	<input type="checkbox"/> Exception <input checked="" type="checkbox"/> Delivery
Recipient	
	<input type="checkbox"/> Ship <input type="checkbox"/> Pickup
English	<input type="checkbox"/> Exception <input type="checkbox"/> Delivery

Complete Your Entry [Help](#)

Cancel Save

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