

**How and where do I create and purchase a prepaid FedEx return shipping label?**

YOUR NAME  
YOUR ADDRESS  
YOUR CITY/STATE/ZIP CODE

SHIP DATE: 18JUL12  
ACTWGT: 1.0 LB  
CAD: 1234131/WSXI2150

TO **JANE DOE**  
**ABC COMPANY**  
**101 MAIN STREET**  
**\*\*TEST LABEL\*\***  
**SEATTLE WA 98104**

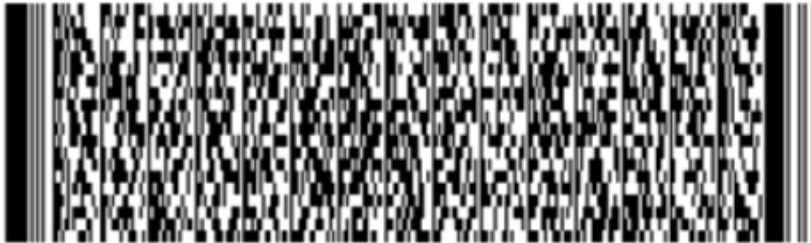
515G1/E052/AA44

(206) 123-1234

REF:

INV:  
PO:

DEPT:



**FedEx**  
Express



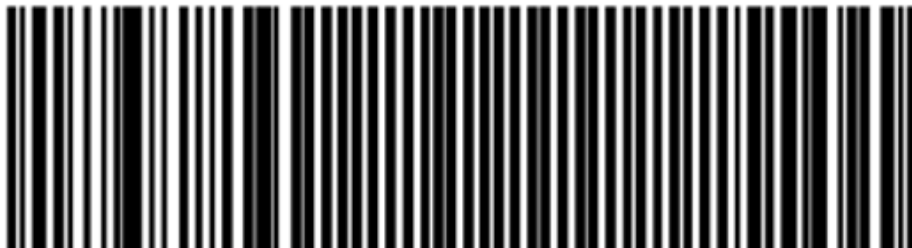
J12201205000125

TRK#  
**0201** 7948 0092 3261

**THU - 19 JUL A1**  
**STANDARD OVERNIGHT**

**85 LKEA**

**98104**  
**WA-US SEA**



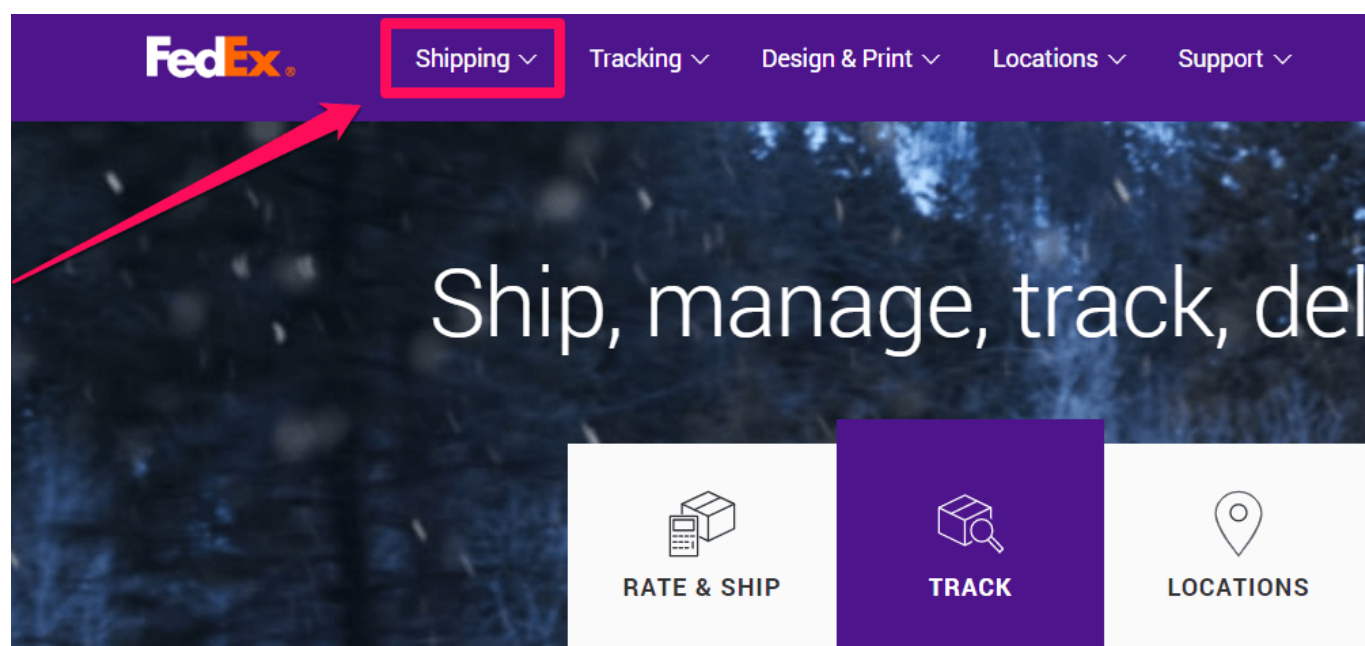
Please note these desktop computer screenshots (not mobile)

are what we see here in the United States on FedEx.com and using the Chrome Browser. **What you will see at FedEx.com in another country or using a different internet browser may be different.**

We only created this page to be used as a general guideline for you to follow so if you need any help creating and purchasing a prepaid return shipping label please call or email FedEx directly or visit a local FedEx Office near you.

Go to [www.FedEx.com](http://www.FedEx.com) ==>

Then click on the **Shipping** tab ==>



Then click on the **Create a Shipment** tab on the drop-down menu ==>

Shipping ▾

Tracking ▾

Create a Shipment

Shipping Rates & Delivery Times

Schedule & Manage Pickups

Packing & Shipping Supplies

International Shipping Guide

Freight

**ALL SHIPPING SERVICES**

Then click on the **Ship Manager Lite Ship As a Guest** link ==>

Please choose which FedEx online shipping tool you want to access:

FedEx Ship Manager® at fedex.com	▼	FEDEX SHIP MANAGER LOGIN WITH AN ACCOUNT
FedEx Ship Manager® Lite	▼	FEDEX SHIP MANAGER LITE LOGIN WITH AN ACCOUNT
FedEx Ship Manager® Lite - without an account	▼	FEDEX SHIP MANAGER LITE SHIP AS A GUEST

When you **click on the expand arrow** you will see this information appear ==>

FedEx Ship Manager® Lite - without an account	^	FEDEX SHIP MANAGER LITE SHIP AS A GUEST
Use this option for basic shipments of a <u>single envelope</u> or package within the U.S. or internationally. You create a shipping label as a guest without logging in and <u>paying with a credit card.</u>		
<ul style="list-style-type: none"><li>• Simplified shipping experience</li><li>• Send one package at a time (up to 150lbs/68kgs)</li><li>• Check rates and transit times</li><li>• Arrange a pickup for your package</li><li>• Stay notified of your shipment's status</li><li>• Have your shipping label E-mailed</li><li>• Ability to ship on a smartphone or tablet</li></ul>		

Then enter in the **From Address fields: YOUR company name and/or YOUR name and YOUR address, phone, and email**, and in the **To Address fields: Put the name and address of who and where you want your documents mailed back to (the FROM and TO name and addresses can be exactly the same)** ==>

1. Address Information

Enter your (From) address and the recipient's (To) address.

**From Address**

Your name

Company

Country / Location

Address

ZIP

City

State

Phone  Ext.

Email notifications

**To Address**

Recipient name

Company

Country / Location

Address

ZIP

City

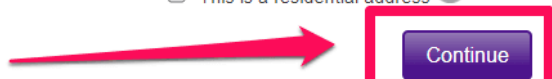
State

Phone  Ext.

Email notifications

[Perform detailed address check](#)

This is a residential address



Then select the **FedEx One Rate** option ==>

1. Address Information [Edit](#)

2. Shipment Details

Select Your Options

**FedEx One Rate**  
No account or weighing needed

- Choose your FedEx packaging
- Choose your destination and service
- Get one rate

FedEx One Rate includes detailed tracking and is backed by our money-back guarantee.

OR

**FedEx Standard Rates**  
Use your account or pay as you go

- Flexible packaging – ours or yours
- Choose your destination and service
- Get your rate based on weight, destination and size

FedEx Standard Rates include detailed tracking and are backed by our money-back guarantee.

Package Weight  lbs

Then select the **FedEx Envelope** package type ==>

### Select Your Options

#### FedEx One Rate

No account or weighing needed

- Choose your FedEx packaging
- Choose your destination and service
- Get one rate

FedEx One Rate includes detailed tracking and is backed by our money-back guarantee.


OR

#### FedEx Standard Rates

Use your account or pay as you go

- Flexible packaging – ours or yours
- Choose your destination and service
- Get your rate based on weight, destination and size

FedEx Standard Rates include detailed tracking and are backed by our money-back guarantee.

Package Weight  lbs 

Select

### Select Package Types



FedEx Envelope



FedEx Extra Large Box



FedEx Large Box



FedEx Medium Box



FedEx Pak



FedEx Small Box



FedEx Tube



Your Packaging


Then select **how fast (DO NOT choose the overnight first AM delivery option which FedEx guarantees delivery by 8:30am because our office does not open to 9am. Instead choose the 2nd morning delivery option which FedEx guarantees delivery by 10:30am) and on what date** you want your documents delivered and FedEx will give you various price quotes. The declared value amount is up to you enter but please note **FedEx only insures and reimburses you for FREE up to a \$100 value in case they lose or destroy your documents.**

If your order is over \$100 with Apostille Texas you might want to buy the inexpensive extra insurance which only costs \$3 for

\$100.01-\$300 value and \$1 for every additional \$100 value over \$300. ==>

## 2. Shipment Details

### Select Your Options



**FedEx Envelope**  
Letter: 9-1/2" x 12-1/2"  
Legal: 9-1/2" x 15-1/2"


[← Choose another package type or pricing option](#)

#### Package Details

Pricing option	FedEx One Rate
Declared value	<input type="text" value="(optional)"/> USD <a href="#">?</a>

#### Select a delivery date, time, and rate

Don't see your discounts? Please [login](#) to get account specific rates.

Ship Date  

Delivery Date

<b>Sat, Nov 26</b>	<b>Mon, Nov 28</b>	<b>Tue, Nov 29</b>
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**Pick how fast you want delivery**

Then **enter your credit card payment information** and make sure to enter your email address at the bottom of the form ==>



1. Address Information [Edit](#)

2. Shipment Details [Edit](#)

3. Payment

### Enter Payment Information

Enter your credit card information or a FedEx Account number to pay for this shipment

**Payment Method**

Bill to

Credit card types

Credit card no.

Security code

Expiration date

First name

Middle name

Last name

Company

**Email**

Verify email

My credit card address is the same as my ship From address.

**Fill out form**

**Enter your email address here**

Then **confirm your shipment information** is correct. Make sure to **check the box** that says email a copy of my shipping label and then **click the ship button** ==>

#### 4. Confirmation

Please confirm your shipment information and click 'Ship' to finish.

Review your shipment summary and payment information below.

#### Address Information

From



To



#### Shipment Details



Ship date: May 04, 2023

Estimated delivery:

Pricing option: FedEx One Rate

Service:

Declared value: \$0.00

Special services:

No signature required

#### Payment Information:

Credit Card :

Expiration: (

\* Estimated rate

Total Estimated Rate: \$13.95 \*

**Check box**



Email a copy of my shipping label

By selecting the Ship button, you accept the [fedex.com Terms of Use](#) and the FedEx terms of shipping in the applicable [FedEx Service Guide](#).

Ship

Then **click the print label button** to print out the shipping label or save it as a PDF and then email or mail the label to us ==>



A copy of your shipping label has been sent to [redacted].com. Please print and attach the shipping label to your package. Thank you for shipping with FedEx.

✓ Your tracking number: [redacted]

Ship date: May 04, 2023

Shipment information sent to FedEx

Estimated delivery: May 05, 2023

From [redacted]

To [redacted]

[View/Print shipment receipt](#)

Buttons: Cancel Shipment, Create New Shipment, **Print Label**

When asked for the **return ship date** just enter the approximate date that Apostille Texas will receive your documents in the mail or the date when you create the label. The date doesn't matter at all because FedEx will reprint a new updated shipping label whenever we drop it off to them and prepaid labels do not expire.

When asked for the **envelope weight** just enter **8oz**. When asked for the **value of your shipment** just enter **\$100** (you get \$100 of free insurance with FedEx) or whatever extra amount you want to pay for in case your documents are lost by FedEx.

Then **download the PDF shipping label** that FedEx generates online and you can either **email the PDF shipping label** to us or you can **print it out and mail it to us along with your**

**documents.** That's it.