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



Please note that these screenshots were taken on a desktop computer (not a mobile phone) and are what we see on FedEx.com in the United States using the Chrome web browser. What you'll see at FedEx.com while in another country or using a different web browser, or using a mobile phone may differ.

We only created this page 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 ==>

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



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



Freight

ALL SHIPPING SERVICES

Then click on the **Ship As A Guest** button ==>

FedEx online shipping tools options

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



Ship From: Enter YOUR company name and/or YOUR name and YOUR mailing address, phone number, and email address in the fields below. You can also list another person's name, address, and phone number here instead of yours. But you <u>cannot</u> put our company name, address, or phone number in the Ship from fields for legal liability reasons. ==>

Ship from Your details		Please provide the sender and recipient addresses, package details, and select a service to see the estimated delivery date and total costs.
Contact details		
CONTACT NAME*	۳	⊘ Ship from
COMPANY		⊘ Deliver to
TAX ID/EORI NUMBER	You must p	ut your
PHONE NUMBER *	address or	someone
PHONE EXTENSION	else's addre	ess here. You
EMAIL*	cannot put	ouracompany
Address		
COUNTRY/TERRITORY *	name or ad	dress here
ADDRESS LINE 1*	as the ship	from location.
ADDRESS LINE 2		VISA 💽 🔛
ADDRESS LINE 3		If you're looking to 'Bill to an Account', please create an account or <u>log in</u>
POSTAL CODE		
CITY*	~	
This is a residential address		
Use alternative address for billing		
NEXT	<u> </u>	

Deliver to: Enter the company name and/or person's name, address, and phone number to which you want your apostilled documents mailed back to. Your documents can be FedExed to any U.S state or country in the world. ==>

Deliver to	Please provide the sender and recipient addresses, package details and select a service to see
Who is receiving the shipment?	the estimated delivery date and total costs.
Contact details	
CONTACT NAME*	Ship from EDIT John Richard
COMPANY	222 AUSTIN, 78731, TX, United States
TAX ID/EORI NUMBER Put the addi	
PHONE NUMBER*	Vant US to
PHONE EXTENSION mail your do	ocuments
EMAIL back to	 Service options
Address	
COUNTRY/TERRITORY * V	⊘ Pickup/drop-off
ADDRESS LINE 1 *	⊘ Notifications
ADDRESS LINE 2	Accepted payment methods
ADDRESS LINE 3	VISA 🛑 🔛
POSTAL CODE	If you're looking to 'Bill to an Account', please create an account or log in
сіту*	
This is a residential address	
NEXT Click	

Then click on the **Ship with FedEx One Rate** button to turn it on. Then, on the **packaging drop-down menu, choose** the **FedEx Envelope** option and **enter 1** in the **packages** field.

The **declared value amount** is up to you to enter, but please note that **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, we highly recommend you purchase the inexpensive **extra shipping insurance**, which only costs \$3 for \$100.01-\$300 value and \$1 for every additional \$100 value over \$300. ==>

Package details	
What tellick on will be used?	
◯ Ship with FedEx One Rate® ⑦	
PACKAGING*	~
× Packaging is require: Choose Fe	dEx
Purchase a higher limit of habilit: PACKAGES WEIGHT	
1	Ib ~
Total packages: 1	
NEXT	
Package details	ook
Package details What type of packaging will be used?	ook cked
Package details What type of packaging will be used? Like when cli	ook cked
Package details What type of packaging will be used? Like when cli Ship with FedEx One Rate® (?) PACKAGING FedEx Envelope	ook cked ~
Package details What type of packaging will be used? Like when clip Ship with FedEx One Rate® ? Packaging	ook cked ~
Package details What type of packaging with be used? Like wheel? Like wheel? Like wheel? Ship with FedEx One Rate? ? Packages* Packages*	ook cked ~ pe
Package details What type of packaging win be used? Like when of Like when of Ship with FedEx One Rate ® ® Packaging Packaging Packaging Packaging Packaging	ook cked ~ •

Then choose how fast you want your apostilled documents mailed back to you. On the drop-down menu **SHIP DATE**, it DOES NOT MATTER what date you choose (just choose today's date). FedEx prepaid shipping labels DO NOT EXPIRE in the way you think. We've successfully used FedEx prepaid shipping labels from our customers that are over three months old from the date they were created. ==>

Service			
Select a service based on delivery date and the			
SHIPDATE"			
Delivered by Wednesday, April 16, 2025			
O 8:00 AM FedEx First Overnight®			
O 10:30 AM FedEx Priority Overnight®			
O 5:00 PM FedEx Standard Overnight®			
Delivered by Thursday, April 17, 2025			
O 10:30 AM FedEx 2Day® AM			
O 5:00 PM FedEx 2Day®			
Delivered by Friday, April 18, 2025			
5:00 PM FedEx Express Saver*			
 Your final rate is determined by the actual weight and dimensions of your shipment, as measured by FedEx. 			
UPDATE CANCEL CLICK			

Then click on the **Signature options** and on the drop-down menu, choose the **No signature required** option. ==>



Then hit the NEXT button. ==>

Pickup/drop-off

Choose a pickup or drop-off option



Then click on the Add shipment notifications button to turn it on. ==>



Then choose the **Shipper email address** (that's you). ==>

Notifications	Add your email
ADD EMAIL ADDRESS	
Recipient email address	
Shipper email address	
Other email address	
СНЕСКОИТ	

Then, in the **Shipper email address** field, enter in YOUR email address and then click on as many boxes as you want under **Notify For:**



Then fill in your credit card or debit card information to pay for the FedEx prepaid return shipping label. ==>

Payment Fill in credi	G SSL encrypted
Credit/debit cards	VISA 🌒 🔛 🕕
Card number*	
Name on card*	
Card expiry date (MM/YY)*	Security code*
Pilling Address	

Then click on the **GET YOUR LABEL** button to download your prepaid return shipping label PDF. ==>

Your shipment is	ready, John	
A confirmation was sent to	o your e-mail addresstog	ether with the label.
	ехрестер delivery ву Thursday, 24 Apr 2025 by 05:00 PM	DELIVER TO
Next Steps	on the GET YOUR LABE TON to download your lab	PACKAGE DETAILS 11b
1 then	email or mail it to us.	
Print your label		© CREATE NEW SHIPMENT
Download & Print your label. (bookkeeping.	Optionally, save a record of this transaction for your	⊗ <u>CANCEL THIS SHIPMENT</u>
(GET YOUR LABEL	
TRA	NSACTION RECORD	

You can either email the original FedEx PDF shipping label to us or print it out and mail it to us along with your original documents. You cannot email us a prepaid shipping label as a Word document or any other file format; only the original PDF downloaded from FedEx.com.

Please note that for all international shipping orders, YOU are the importer and shipper, not us.

You created and purchased the FedEx prepaid shipping label, so if any issues arise with your documents, like lost, damaged, stolen, or being stuck or delayed in the U.S or another foreign country's customs office, we cannot help you at all, and you will have to deal with the customs issue solely yourself along with FedEx.