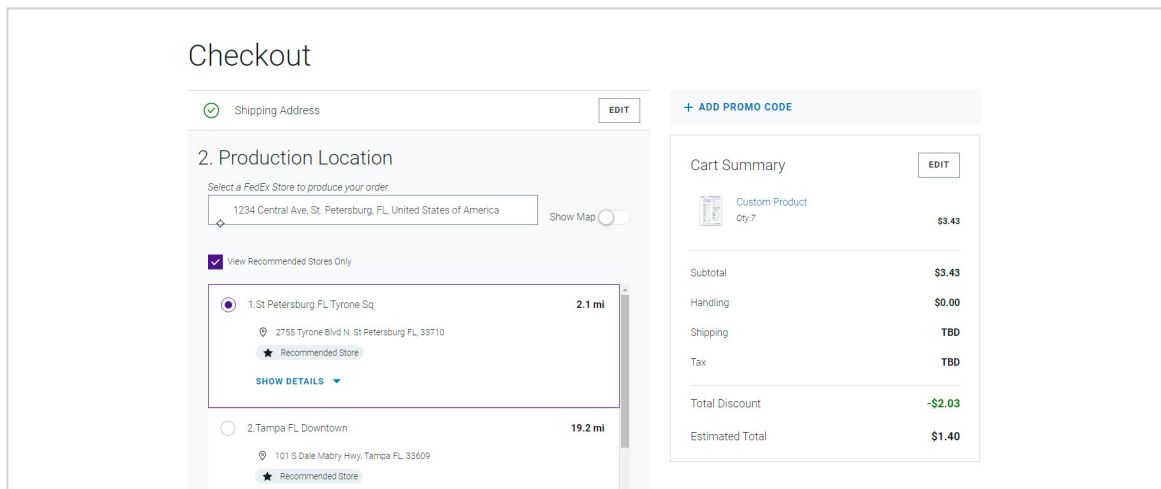


## Checkout with Delivery

1. Choose **Deliver to Address**.
2. Enter an address for delivery and select **Continue to Next Step**.
3. **Recommended Stores** are FedEx Office locations that have been specifically identified by your organization to support your program (such as on-site or near-site locations), and are identified with a "star" icon. If enabled for your account, you can switch between the full FedEx office network of 2000+ locations, and your organization's Recommended Stores, by selecting the **View Recommended Stores Only** checkbox. If not enabled for your account, you will proceed directly to the next step: **Delivery Method**.

NOTE: On-site locations and hotel/convention center locations may not be displayed unless View Recommended Stores Only is checked.

4. Select a **Production Location** and select **Continue to Next Step** to choose your **Delivery Method**.



5. Choose a **Delivery Method**. FedEx Office Local Delivery service is available for recipients within 30 miles of a FedEx Office production location. Local Delivery discount (if applicable) will be reflected in the Total Discount at **Order Summary**.

NOTE: For FedEx shipping; enter a Shipping Account Number to bill shipping directly to your FedEx account. Enter a Shipping Reference ID if needed or required.

6. Complete required fields for **Contact and Payment Information**.

NOTE: Specific billing information such as Department Code, Cost Center etc. may be required at checkout.

7. Review your **Order Summary** and click **Submit Order**.