



Task Title: Completing a Bill of Lading
Form OALCF Cover Sheet – Learner Copy

Learner Name: _____

Date Started: _____

Date Completed: _____

Successful Completion: Yes ☐ No ☐

Goal Path: Employment ☒ Apprenticeship ☐
Secondary School ☐ Post Secondary ☐ Independence ☐

Task Description:

Read a Bill of Lading form to understand the requirements for filling it out as a Material Handler in the workplace.

Main Competency/Task Group/Level Indicator:

- Find and Use Information/Interpret documents/A2.3

Materials Required:

- Pen and paper and/or digital device

Learner Information

Completing a Bill of Lading for items being shipped is a common part of many Material Handling jobs. It is important to understand and fill in this document with correct shipping information for your employer.

Scan the FedEx Bill of Lading.

Learner Copy

CO202/518-FXF 0023776PM

Work Sheet

Task 1: Which two service types does Fedex offer?

Answer:

Task 2: List 5 pieces of information about the Shipper that are needed to complete the form.

Answer:

Task 3: Where must the letters "C.O.D." appear for a collect shipment?

Answer:

Task 4: How do you designate an item you are shipping as a Hazardous material?

Answer:

Task 5: List 3 pieces of information you need to fill in about the items you are shipping.

Answer:

Task 6: When do you need to provide an emergency contact number?

Answer:

Task 7: What information must you provide for international shipments?

Answer:
