



Task Title: Completing a Bill of Lading Form

OALCF Cover Sheet – Practitioner 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

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Note to Instructor/Facilitator

The Bill of Lading form is best viewed online in magnifying format.

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.

[illegible]

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:

Answers

Task 1: Which two service types does FedEx offer?

Answer: FedEx Freight Priority and FedEx Freight Economy

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

Answer: Any 5 of the following:

- name
- FXF Acct #
- Attn to:
- address
- Phone number
- city
- state/province
- postal code
- Country
- Shipper Bill of Lading #

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

Answer: The letters "C.O.D." must appear in the box before the consignee's name at the top of the form.

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

Answer: Mark "X" or "RQ" in the HM Column

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

Answer: Any 3 of the following:

- Handling units
- H/U Pkg. type
- Pieces
- HM
- Kind of package
- description of articles
- special marks
- exceptions
- Weight in lbs.
- NMFC Item#
- Class
- Cube (optional)

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

Answer: When shipping Hazardous Materials

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

Answer: Broker Name, Fax and Phone numbers

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Performance Descriptors

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
A2.3	Interpret somewhat complex documents to connect, evaluate and integrate information			

This task: Was successfully completed ☐ Needs to be tried again ☐

Learner Comments:

Instructor (print):

Learner (print):

URLs

Link to printable FedEx Bill of Lading:

www.fedex.com/content/dam/fedex/us-united-states/freight/images/2019/Q3/fxfbol_1932893323.pdf