



Please forward all questions about this document and all things delivery to: tblcdelivery@tblc.org

All libraries will need to use approved packaging for FedEx Ground. Additional fees will be assessed when other packaging is used.

SUGGESTED SUPPLIES: Below you will find a sample list of supplies. These materials are acceptable for FedEx Ground Shipping. This list is not comprehensive and you are not required to use these items. Mailing supplies can be purchased from vendors such as Office Depot, Staples, and Uline. Office Depot and Staples supplies are available on state contract at a 40-60% discount and can be used by other governmental agencies. For more information on how to use the state's office supplies contract please visit the [Florida Department of Management Services](#).

Office Depot® Brand Kraft Self-Seal Padded Mailers, #3, 8 1/2" x 14 1/2", Pack Of 100

Will fit regular paperbacks. Sizes smaller than these only fit tiny books.

<https://www.officedepot.com/a/products/687925/Office-Depot-Brand-Kraft-Self-Seal/>

Office Depot® Brand Kraft Self-Seal Padded Mailers, #4, 9 1/2" x 14 1/2", Pack Of 2

Fits most book sizes. <https://www.officedepot.com/a/products/335952/Office-Depot-Brand-Kraft-Self-Seal/>

Office Depot® Brand Kraft Self-Seal Padded Mailers, #5, 10 1/2" x 16", Pack Of 25

Commonly used envelope. Wider than #3s and 4s. Perhaps too large for paperbacks.

<https://www.officedepot.com/a/products/336000/Office-Depot-Brand-Kraft-Self-Seal/>

Office Depot® Brand Heavy-Duty Boxes, 12" x 12" x 10", Kraft, Pack Of 25 Boxes

Fairly average for sending out several books.

<https://www.officedepot.com/a/products/266552/Office-Depot-Brand-Heavy-Duty-Boxes/>

Office Depot® Brand Corrugated Boxes, 12" x 9" x 5", Kraft, Pack Of 25

<https://www.officedepot.com/a/products/696178/Office-Depot-Brand-Corrugated-Boxes-12/#Specs>

Office Depot® Brand White Literature Mailers, 17 1/8" x 11 1/8" x 5", Pack Of 50

Good for heavy materials. Option aside from jiffy mailers

<https://www.officedepot.com/a/products/330568/Office-Depot-Brand-White-Literature-Mailers/>

Office Depot® Brand White Corrugated DVD Mailers, 7 5/8" x 5 7/16" x 11/16", Pack Of 50

For libraries that ship DVDs, a fitted cardboard box will help protect the material and there won't be a whole lot of space to jostle the disks like a regular box would have. <https://www.officedepot.com/a/products/313688/Office-Depot-Brand-White-Corrugated-DVD/>

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The following is a list of the FedEx criteria for 'Additional Handling' fees related to supplies:

(Dimension) measures greater than 48 inches along its longest side; measures greater than 30 inches along its second-longest side; measures greater than 105 inches in length and girth — the length and girth is length plus (two times the height) plus (two times the width)

(Weight) has an actual weight greater than 50 lbs. (U.S. Express Package Services, U.S. Ground Services); has an actual weight greater than 70 lbs. (International Express Package Services, International Ground Service)

(Packaging) is in non-standard packaging, including any package that: is not fully encased in an outer shipping container; is encased in an outer shipping container not made of corrugated fiberboard (cardboard) materials, including but not limited to metal, wood, canvas, leather, hard plastic, soft plastic (e.g., plastic bags), or expanded polystyrene foam (e.g., Styrofoam); is encased in an outer shipping container covered in shrink wrap or stretch wrap; is encased in a soft-sided pack (e.g., courier packs, poly bags, and bubble mailers) that exceeds 18 inches along its longest side or 13 inches along its second-longest side or 5 inches in height; is cylindrical, including (without limitation) mailing tubes, cans, buckets, barrels, drums, or pails; is bound with metal, plastic or cloth banding, or has wheels, casters, handles, or straps (including packages where the outer surface area is loosely wrapped, or where the contents protrude outside the surface area); or could become entangled in or cause damage to other packages or the FedEx sortation system.

Package shape and dimensions may change during transit, which can affect the package's dimensional weight and surcharge eligibility. If the dimensions change during transit, FedEx may make appropriate adjustments to the shipment charges at any time. For U.S. express and ground services, this surcharge applies per piece even if multiple pieces are bundled in a shipment. We reserve the right to assess additional handling charges for packages that require special handling or that require FedEx to apply additional packaging during transit.