

PRINT AND REUSE

FedEx batch checklist

One package per order. Keep every EZF- reference unchanged.

Batch / form: _____ Date: _____

1 • Prepare in EZFormz

- ☐ Correct form and intended orders selected; no existing tracking.
- ☐ Recipient addresses and phones complete; up to 1,000 orders.
- ☐ Packed weight in lb; dimensions in inches (all three or none).
- ☐ Apply shared values first, then adjust individual parcels.
- ☐ Download FedEx CSV; preserve headers and references.

2 • Finalize in FedEx

- ☐ Upload in Ship Manager online / Batch uploads; Save as drafts.
- ☐ Apply a template that adds missing data without overwriting.
- ☐ Review recipients, references, sender, service, billing and packages.
- ☐ Complete customs if needed; resolve errors and finalize labels.
- ☐ Download finalized outbound report: Reference + Tracking number.

3 • Return tracking to EZFormz

- ☐ Same form / FedEx shipping / Import tracking; select the report.
- ☐ Review ready, already saved and blocked rows; preserve text digits.
- ☐ Apply only intended ready rows; review counts and reload orders.
- ☐ If interrupted, refresh and preview again before retrying.

Before closing the batch

Saved: _____ Already saved: _____ Needs review: _____

Tracking import uses normal notification limits; saved does not mean every buyer received an email.

Full handbook and troubleshooting: [EZFormz FedEx Help](#)

CSV/XLSX/XLS · 10 MB · 1,000 report rows · first Excel worksheet · English headers