Leidos Biomedical FedEx Account Guidelines

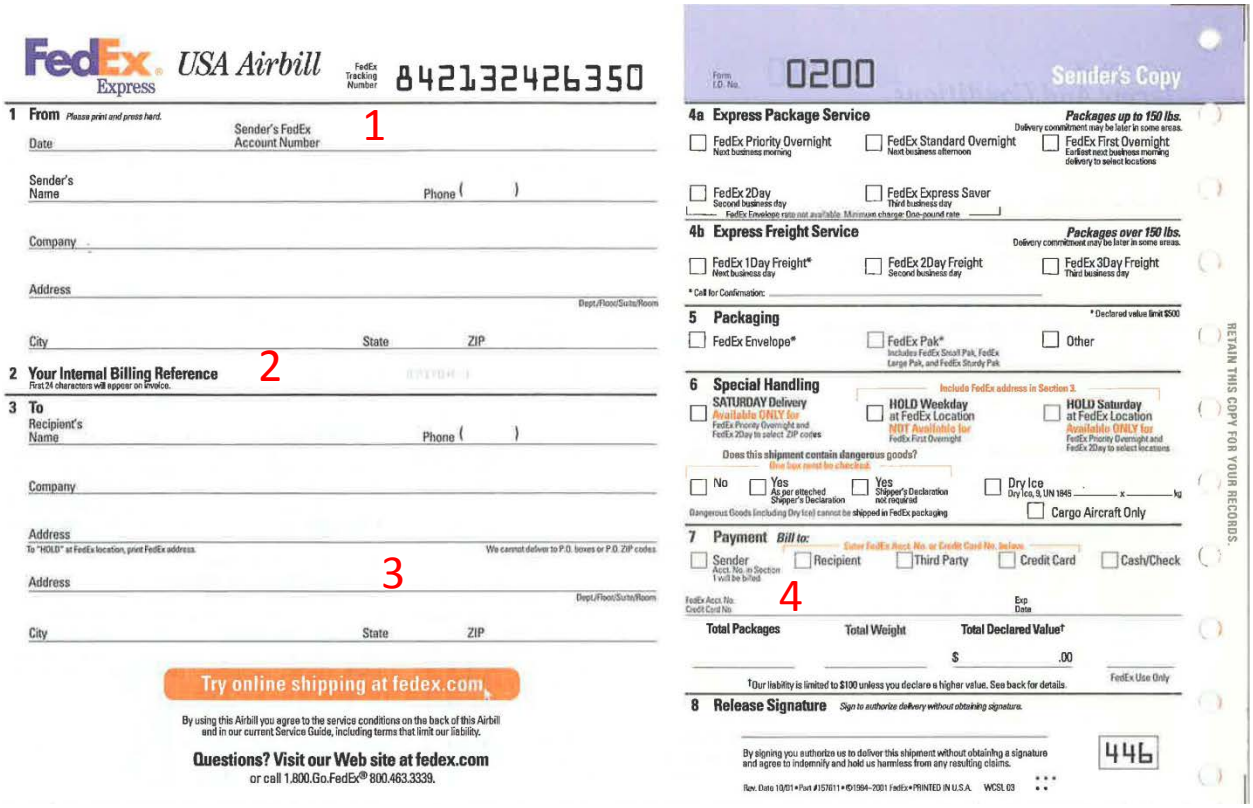
To ensure accurate billing data is transferred from FedEx to Leidos Biomedical Accounts Payable please follow the following guidelines for completing FedEx forms.

The Transportation Department, (301)846-1636 or (301)846-1175, can arrange for prepaid FedEx shipping labels for the following scenarios:

If you are traveling and anticipate the need to ship an item back to your work location; shipping out an item and anticipate the item being returned.

When away from the facility and you need to complete a FedEx form follow the below guidelines:

1. Leidos Biomedical FedEx Account # 245253087
2. Project Number
3. PO number, if applicable or Requestor name. (This information will enable users to track what charges are for)
4. Leidos Biomedical FedEx Account # 245253087


FedEx Express USA Airbill FedEx Tracking Number 842132426350

1 From Please print and press hard.
Date
Sender's FedEx Account Number 1
Sender's Name
Phone ( )
Company
Address
Dept./Floor/Suite/Room
City State ZIP

2 Your Internal Billing Reference 2
First 24 characters will appear on invoice.

3 To
Recipient's Name
Phone ( )
Company
Address
To "HOLD" at FedEx location, print FedEx address.
We cannot deliver to P.O. boxes or P.O. ZIP codes.
Address 3
Dept./Floor/Suite/Room
City State ZIP

Try online shipping at fedex.com

By using this Airbill you agree to the service conditions on the back of this Airbill and in our current Service Guide, including terms that limit our liability.

Questions? Visit our Web site at fedex.com
or call 1.800.Go.FedEx® 800.463.3339.

Form I.D. No. 0200 Sender's Copy

4a Express Package Service — Packages up to 150 lbs. Delivery commitment may be later in some areas.
FedEx Priority Overnight — Next business morning
FedEx Standard Overnight — Next business afternoon
FedEx First Overnight — Earliest next business morning delivery to select locations
FedEx 2Day — Second business day
FedEx Express Saver — Third business day
FedEx Envelope rate not available. Minimum charge: One-pound rate

4b Express Freight Service — Packages over 150 lbs. Delivery commitment may be later in some areas.
FedEx 1Day Freight* — Next business day
FedEx 2Day Freight — Second business day
FedEx 3Day Freight — Third business day
* Call for Confirmation:

5 Packaging — * Declared value limit $500
FedEx Envelope*
FedEx Pak* — Includes FedEx Small Pak, FedEx Large Pak, and FedEx Sturdy Pak
Other

6 Special Handling — Include FedEx address in Section 3.
SATURDAY Delivery — Available ONLY for FedEx Priority Overnight and FedEx 2Day to select ZIP codes
HOLD Weekday at FedEx Location — NOT Available for FedEx First Overnight
HOLD Saturday at FedEx Location — Available ONLY for FedEx Priority Overnight and FedEx 2Day to select locations
Does this shipment contain dangerous goods? One box must be checked.
No
Yes — As per attached Shipper's Declaration
Yes — Shipper's Declaration not required
Dry Ice — Dry Ice, 9, UN 1845 ____ x ____ kg
Cargo Aircraft Only
Dangerous Goods (including Dry Ice) cannot be shipped in FedEx packaging

7 Payment Bill to: Enter FedEx Acct. No. or Credit Card No. below.
Sender — Acct. No. in Section 1 will be billed
Recipient
Third Party
Credit Card
Cash/Check
FedEx Acct. No. Credit Card No. 4
Exp Date

Total Packages | Total Weight | Total Declared Value† $ .00

†Our liability is limited to $100 unless you declare a higher value. See back for details.
FedEx Use Only

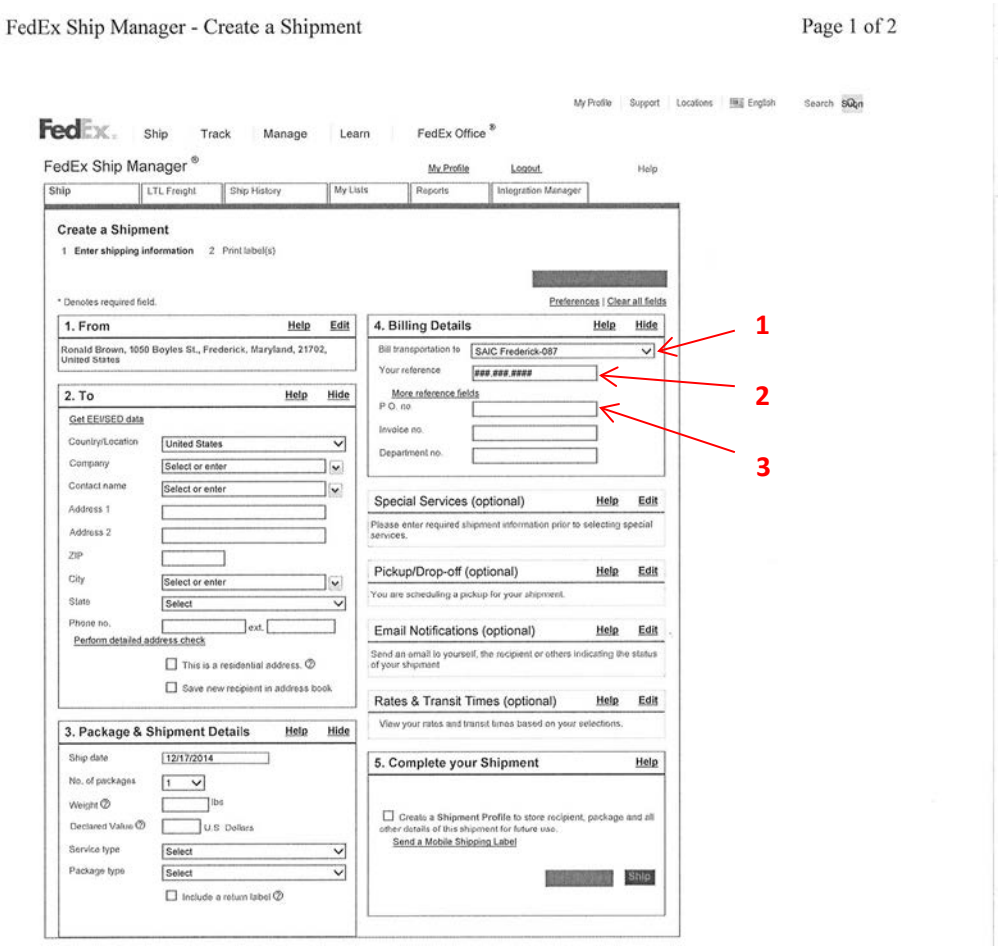
8 Release Signature — Sign to authorize delivery without obtaining signature.
By signing you authorize us to deliver this shipment without obtaining a signature and agree to indemnify and hold us harmless from any resulting claims.

446

Rev. Date 10/01 • Part #157611 • ©1994-2001 FedEx • PRINTED IN U.S.A. WCSL 03

RETAIN THIS COPY FOR YOUR RECORDS.

Leidos Biomedical FedEx Account Guidelines

If shipping from FedEx store staff will complete the shipment information for you. Below is an example of the information that will be requested. Request to have your project listed in the “Your Reference” filed:

1. Leidos Biomedical FedEx Account # 245253087
2. Project Number
3. PO number, if applicable or Requestor name. (This information will enable users to track what charges are for)