



**TEXAS VETERINARY MEDICAL DIAGNOSTIC  
LABORATORY SYSTEM**



OFFICE OF THE  
EXECUTIVE DIRECTOR

LOCATED AT AMARILLO, CENTER,  
COLLEGE STATION AND GONZALES

**IMPORTANT INFORMATION FOR USE OF THE "STATE RATE" REDUCED PRICE OVERNIGHT SHIPPING:**

On June 11, 2008 DHL representatives walked away from contract negotiations with Texas State officials on continuation of the overnight courier service they provided to Texas Agencies. We have been advised that effective Monday morning June 16, 2008, DHL will no longer provide shipping for Texas Agencies at the current reduced rate. Obviously, this will have a very significant impact on TVMDL and our clients.

Currently, many TVMDL clients take advantage of a program provided through that state contract which allows them to ship packages to TVMDL using a "State Rate." The cost of shipping an overnight package with the "state rate" is approximately one half of the price charged to the public. This service is accessed by requesting pre-printed shipping labels which re-direct the cost of shipping from the shipper to TVMDL. That reduced shipping cost is then included on the invoice associated with the client's case. The good news is that Fed Ex has a similar service they can offer. **If you are taking advantage of the reduced pricing, you must be using FedEx by July 10, 2008 or you will be charged full price for overnight shipping for packages shipped through DHL.**

**INSTRUCTIONS FOR USE OF FEDEX – STATE CONTRACT REDUCED PRICE SHIPPING:**

Account holders with TVMDL can take advantage of reduced shipping fees provided through the State of Texas/FedEx shipping contract.

Each package should be shipped using a pre-printed airbill. **You must have a FedEx account number** to get preprinted airbills. If you do not have a FedEx account number, FedEx will create one for you.

1. Call FedEx and ask for preprinted airbills. Give them your FedEx account number as the sender.
2. Give FedEx the appropriate TVMDL account number (College Station - #4317-2806-0, Amarillo - #1052-9460-3) as the recipient's address.
3. Tell FedEx that you want to have the "bill recipient" box marked.

After receiving your airbills, please make **sure all information is correct and that the "bill recipient" box is checked.** If you send packages without the "bill recipient" box check, FedEx will charge your account at the normal shipping rates.

**Additionally, please be aware additional charges may be assessed by FEDEX, if:**

1. You do not use a preprinted airbill, OR you fill in the airbill using an incorrect TVMDL account number to the right of the "Bill Receiver" box, **FEDEX will charge an additional \$10.00 fee** for the "client search" service required by FEDEX.
2. You check the "Saturday Delivery" box on the airbill to insure delivery on Saturday, there is an additional \$12.50 charge. FEDEX normally delivers to TVMDL on Saturday without the box checked, but delivery is not guaranteed unless you check the Saturday delivery box. Also if you request FEDEX pick up a package on Saturday, there is a \$15.00 fee.
3. If a package arrives without a sample, the normal \$10.00 shipping charge will still be incurred. If there is visible sample leakage on the package, there is a \$20.00 spill fee charge. If the airbill is handwritten and the incorrect ship to address is used, there is an additional \$10.00 fee.

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