

FedEx New Account Setup Instructions:

In order to obtain the appropriate shipping rates you will need to cancel your existing account and set up a new account. To setup a new FedEx account complete the spreadsheet provided [here](#) and email to govtsupport@fedex.com. Once the new account is setup, you'll receive an email from FedEx with your new account information. Requests are normally completed by the 2nd business day. If you need assistance contact Bobby Bledsoe at 901-219-6964 or email rdbledsoe@fedex.com.

UPS New Account Setup Instructions:

To setup a new UPS account complete the spreadsheet provided [here](#) and email to gre@ups.com. Existing UPS accounts should be closed as they won't receive our contract pricing. Once the new account is setup, you'll receive an email from UPS with your new account information. Requests that are received before noon EST on Wednesday will be completed by the following Monday. Requests that are received after noon EST on Wednesday will be completed by the 2nd following Monday. If you need assistance contact George Rae at 678-270-8735.