


# How to Complete a WPX Waybill

<b>1</b> FROM (SHIPPER) _____ ACCT.# _____				WAYBILL NUMBER <b>W01248774</b>		<b>SERVICE TYPE</b> Assumed Gold 10:30 A.M. unless otherwise marked (Mark with Bold X)
REF.# _____				<b>8</b> Indicate Type of Packaging <input type="checkbox"/> Letter <input type="checkbox"/> Gold Data Pack <input type="checkbox"/> Other Up to 2 lbs		
<b>2</b> CONTACT PERSON _____ TELEPHONE NO. _____		<b>9</b> Enter Weight (LBS) _____ REQUIRED		<div style="border: 1px solid black; padding: 2px; text-align: center;"> <input checked="" type="checkbox"/> GOLD A.M.                      12:00 P.M. NEXT DAY                      LETTER - 150 LBS                 </div>		
<b>3</b> TO (CONSIGNEE) _____ ACCT.# _____		<b>10</b> Method of Payment <input type="checkbox"/> Bill Sender (Assumed sender unless otherwise provided) <input type="checkbox"/> Bill Receiver Acct. # _____ <input type="checkbox"/> Third Party Acct. # _____		<div style="border: 1px solid black; padding: 2px; text-align: center;"> <input checked="" type="checkbox"/> GOLD 2-DAY                      12:00 P.M. 2<sup>ND</sup> DAY                      LETTER - 150 LBS                 </div>		
REF.# _____		<b>11</b> <input type="checkbox"/> HAZ MAT <input type="checkbox"/> SAT ADDITIONAL CHARGES APPLY		<div style="border: 1px solid black; padding: 2px; text-align: center;"> <input checked="" type="checkbox"/> STANDARD                      GROUND                      1 - 150 LBS                 </div>		
<b>4</b> CONTACT PERSON _____ TELEPHONE NO. _____		<b>12</b> INSURED AMOUNT NOT TO EXCEED \$5,000 OR EQUIVALENT: \$ _____		<div style="border: 1px solid black; padding: 2px; text-align: center;"> <input checked="" type="checkbox"/> SAME DAY                      COURIER                 </div>		
<b>5</b> CONTENTS _____		<b>6</b> SPECIAL INSTRUCTIONS _____		COMPLETE AND AFFIX AN INDIVIDUAL WAYBILL TO EACH PIECE		
I CERTIFY THAT THIS SHIPMENT DOES NOT CONTAIN ANY UNAUTHORIZED EXPLOSIVES, DESTRUCTIVE DEVICES, OR HAZARDOUS MATERIALS. I CONSENT TO A SEARCH OF THIS SHIPMENT. I AM AWARE THAT THIS ENDORSEMENT AND ORIGINAL SIGNATURE ALONG WITH OTHER SHIPPING DOCUMENTS WILL BE RETAINED ON FILE UNTIL THE SHIPMENT IS DELIVERED.						
<b>7</b> X SENDER'S SIGNATURE _____ DATE _____		Driver's Signature _____ DATE _____		PROVIDING DELIVERY SOLUTIONS FOR ALASKA AND THE WESTERN UNITED STATES		
Thank you for shipping WPX Delivery Solutions 1-800-562-1091 www.wpx.com		ROUTE _____ PICK-UP-TIME _____ <input type="checkbox"/> AM <input type="checkbox"/> PM <b>SENDER'S COPY</b>				

Please type of print legibly with a ball point pen.

For Gold or Ground Shipments, please use one waybill per piece.

1. From (Shipper) – Enter company name, address, city, state, ZIP code, account number and reference number
2. Contact Person – Enter name of person to contact and telephone number
3. To (Consignee) – Enter receiver's physical address, city, state, and ZIP code (must not be a P.O. Box)  
Enter their account number if the shipment is to be billed to the receiver
4. Contact Person – Enter receiver's contact name and telephone number
5. Contents – Describe what is being sent
6. Special Instructions – Describe any special shipping instructions, such as "Hold for Pickup"
7. Sender's Signature – Sign the waybill and date of signature
8. Indicate Type of Packaging – Check the appropriate box
9. Enter Weight (lbs.) – Required
10. Method of Payment – Check the appropriate box and enter account number if applicable
11. If the shipment is HAZMAT or requires Saturday delivery, check the appropriate box
12. Insured Amount – Enter the insured amount
13. Service Type – Check the service requested, default is Gold 10:30am, if left blank.