

2024 FASC holiday checklist

for FedEx Authorized ShipCenters®

Make sure you've got this season's shipping covered from head to mistletoe.



Packaging and packing

Take inventory of packing supplies and stock up on [complimentary packaging](#)¹. Order early so you'll receive it in time for the holiday rush.

Review our [best practices for packing](#)² and visit the [How-to Hub](#)³ for help packing specialty items.

*Complimentary FedEx® packaging is available only for shipments using FedEx expedited, FedEx Express Saver®, or FedEx International Economy® services.

Marketing and communications

Review your FASC guidelines for more details about prohibited items.

Order and display the new [dangerous goods counter card](#)⁴.

Copy [prewritten holiday social media posts](#)⁴ and paste them in your social media platforms.

Order and display a [holiday poster](#)⁴.

Access these materials and more in the Marketing Toolbox on [FASCnet](#)⁴.

Remember to update your store hours on [FASC.net](#)⁴ after peak.

Behind-the-counter prep

Personalize your [advanced tracking dashboard](#)⁵ so you can track up to 20,000 active packages.

Keep copies of manual airbills in case there's a discrepancy or issue.

Record tracking numbers, ship dates, and services used for all drop off packages. This is the information you'll need if there's a dispute. **Please note that it's your responsibility to maintain this list.**

Post the [2024 holiday shipping deadlines](#)⁶ where your team can easily reference them.

[Bookmark the holiday shipping page](#)⁷ for information about new visibility tools, FAQs, and more.

Follow the package acceptance guidelines and record the necessary information.

1. Verify the customer's identity with their government-issued photo ID.
2. Record the name and address on the ID for each package to be consolidated.

See the [Service Guide](#)⁸ for more information.

¹ <https://www.fedex.com/en-us/shipping/packing.html>

² <https://www.fedex.com/en-us/shipping/packing/how-to-pack.html>

³ <https://www.fedex.com/en-us/how-to-hub/articles.html>

⁴ <https://www.fascnet.com/>

⁵ fedex.com/en-us/tracking/advanced.html

⁶ fedex.com/en-us/holiday/last-days-to-ship.html

⁷ [fedex.com/en-us/holiday.html](https://www.fedex.com/en-us/holiday.html)

⁸ https://www.fedex.com/content/dam/fedex/us-united-states/services/Service_Guide_2024.pdf