

June 21, 2005

MEMORANDUM

To: All State Agencies, the Court System, the University and Community College System, the Legislative Counsel Bureau and all Political Subdivisions within the State of Nevada

From: Greg Smith, Administrator

Subject: FedEx user training

Please FedEx user training distribute memo to all staff who mail or

Nevada State Purchasing Presents:

**SPECIAL TRAINING FROM FEDEX
FOR ALL USERS OF THE STATE'S FEDEX CONTRACT**

If you have FedEx contract questions, then this meeting is for YOU!

Meetings have been scheduled statewide for all interested parties using the State contract (see schedule below).

Representatives from FedEx will be on hand to provide training and information in many areas, including:

- The State Contract and Rates
- Invoicing and billing solutions
- Automation solutions for processing shipments
- Shipping solutions
- FedEx hardware and software
- How to use the FedEx website
- FedEx resources
- How to order supplies online

When and Where:

July 13 1:30-4:00 Carson - National Guard Armory, 2460 Fairview Drive (photo ID required)
July 14 1:30-4:00 Reno - Sierra View Library (inside Reno Town Mall), 4001 S. Virginia Street
July 15 9:00-11:30 Carson - National Guard Armory, 2460 Fairview Drive (photo ID required)
July 28 1:30-4:00 Las Vegas - Sawyer Bldg. Capitol Police Hearing Room Rm. #1100,
555 Washington Avenue

For more information, please contact Marcy Troescher @ (775) 684-0199 or e-mail mtroescher@purchasing.state.nv.us
PURCHASING 2005-27