

Selecting a Destination Zone File

1. Open ZoneTables.xls, ZoneTables.xlsx or ZoneTables.csv. These files are used to determine which Destination Zone file to use.
2. Find the Range that includes the Zip Code for the originating location in Column A or the first column.
3. Follow that row across to Column D or the fourth column. This column will indicate the filename that should be used to identify all zoning from this origin Zip Code.

Using the Destination Zone File

1. Open the Destination Zone file selected in the first section.
2. Find the Range that includes the Destination Zip Code in Column A or the first column.
3. Follow that row across to Column D or the fourth column. This column indicates the Zone that should be used when calculating rates for any packages going to this destination from the origin zip code selected in the first section.