

INCOMING/ OUTGOING SHIPPING AUTHORIZATION FORM

From: _____ Phone Number: _____
(Shipper Print) (Shipper's)

To: _____ Phone Number: _____
(Print Receivers Name/Company) (Receiver's Phone #)

City/State/Zip Code: _____

**MARRIOTT CORPORATION IS NOT RESPONSIBLE FOR ANY THEFT OF DAMAGE TO CONTENTS INSIDE
PARCEL DURING SHIPMENT. ALL OUTGOING PARCELS MUST BE SEALED AND LABELED WITH THE
ACCOUNT NUMBER**

BILLING

Bill to Guest Room/Customer Account #: _____

Bill to Group Master Account & are the authorized user: _____

Bill to Credit Card /Cash (Transactions must be done in David's Epicurean which is located in the lobby level of the
hotel or at the Front Desk during non-business hours)

Guest Name (Print): _____ Guest Signature: _____

Room #: _____ Date: _____ Time: _____

Check One: Federal Express: UPS:

Check One: Overnight: 2nd Day: 3rd Day: Ground (available only on UPS):

Check One: Letter Pack Box Tube Pallet Other: # OF PARCELS: _____

*NOTE: Please declare insurance value (per parcel for all parcels): _____

Tracking Number/Airbill: _____

INCOMING/OUTGOING PARCELS:

Handling & Processing Fee

_____ Letter envelopes	NO CHARGE
_____ 1-10 Parcels (under 50 lbs & up to 10 parcels)	\$5.00 each
_____ Parcels (50-75 lbs)	\$10.00 each
_____ Parcels over 75 lbs	\$15.00 each
_____ Display Box, Poster, Large Tube or oversized box	\$20.00 each
_____ Display Case	\$30.00 each
_____ Crates under 150 lbs.	\$50.00 each
_____ Crates over 150 lbs.	\$100.00 each
_____ Pallets (0-1000 lbs)	\$150.00 each
_____ Pallets (1001-1500 lbs)	\$200.00 each
_____ Pallets (1501-2000 lbs)	\$250.00 each

**All above include 3 days storage*

Storage Charges:

\$25.00/ per day after 3 days of complimentary storage
\$50.00/ to palletize boxes to facilitate storage (this is in addition to storage charges for large numbers of parcels
received)

Courier Charge for Parcel(s) shipped via hotel account: _____

TOTAL CHARGE: _____