

Date \_\_\_\_\_ Time \_\_\_\_\_ Number of Packages \_\_\_\_\_

From \_\_\_\_\_ (Print Shipper's Name) Phone \_\_\_\_\_ (Shipper's Phone)

To \_\_\_\_\_ (Print Receiver's Name/Company) Phone \_\_\_\_\_ (Receiver's Phone)

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Check One: **Airborne Express**  **Federal Express**  **UPS**  **Other**  \_\_\_\_\_

Note: Airborne, Federal Express and UPS do not deliver to P.O. Box Numbers

Check One: Overnight  2nd Day  3rd Day  Ground/Economy  Other

Saturday Delivery  Note: \$10.00 additional charge for Saturday delivery per parcel.

Check One: Letter  Pak  Box  Tube  Other

Tracking/Airbill # \_\_\_\_\_ Insurance Value Per Package \_\_\_\_\_

**Handling & Processing Fees**

Incoming Parcels \$5.00/Parcel \_\_\_\_\_ Incoming/Outgoing Crates \$50.00/Crate \_\_\_\_\_

Outgoing Parcels \$10.00/Parcel \_\_\_\_\_ Incoming/Outgoing Pallets \$50.00/Pallet \_\_\_\_\_

Incoming/Outgoing Display Cases \$20.00/Case \_\_\_\_\_

**Storage Charges** Apply to any/all materials received more than 3 calendar days before the date of guest pick up.

\$25.00 per day prior to the 3 day limit. \$5.00 per day for single parcels.

**Man Hours** There is a \$35.00 per hour or any portion of an hour per man charge when Shipping & Receiving staff is involved in the unloaded/loading/breakdown/set-up/packaging of parcels/convention/exhibit materials in addition to above charges.

**Labor Charge** Load/Unload Pallet \$20.00/Pallet

**Materials** Bubble Wrap \$5.00/Foot \_\_\_\_\_ Shrink Wrap \$15.00/Pallet \_\_\_\_\_

Boxes Large \$5.00 \_\_\_\_\_ Medium \$4.00 \_\_\_\_\_ Small \$3.00 \_\_\_\_\_ X-Small \$2.00 \_\_\_\_\_

**TOTAL AMOUNT DUE** \_\_\_\_\_

**Billing Information**

Bill to Guest Room/Customer Acct. # \_\_\_\_\_ Bill to Department \_\_\_\_\_

Bill to Master Acct. # \_\_\_\_\_ Bill to Credit Card \_\_\_\_\_

Bill Courier Acct. # \_\_\_\_\_ Credit Card Type \_\_\_\_\_ Exp. Date \_\_\_\_\_

**Note: If the package/letter requires an address correction by any carrier, Marriott will charge your account/credit card \$20.00 per item.**

**No freight will leave the hotel unless this form is filled out in its entirety.**

**Marriott Corporation is not responsible for materials which become lost or damaged during the shipping process.**

**Shipping & Receiving will not be responsible for packing materials or shipping wine.**

**To ensure expediency in the shipping process, all materials should be delivered to the hotel loading dock no later than 2:30 P.M.**

California Civil Code Section 1859: The liability of an innkeeper, hotelkeeper, operator of a license hospital, rest home or sanitarium, furnished apartment housekeeper, furnished bungalow courtkeeper, boardinghouse or lodginghouse keeper, for losses of or injuries to personal property, is that of a depository for hire, provided however, that in no case shall such liability exceed the sum of one thousand dollars (\$1000) in the aggregate. In no case shall liability exceed, for each item of described property, the respective sums of five hundred dollars (\$500) for each trunk and its contents, two hundred and fifty (\$250) for each box, bundle or package and its contents, and two hundred fifty dollars (250) for all other personal property of any other personal property of any kind, unless he shall have consented in writing with the owner thereof to assume a greater liability.

Name \_\_\_\_\_ Signature \_\_\_\_\_ S & R Clerk \_\_\_\_\_