

5350 E. Marriott Drive, Phoenix, AZ 85054

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GROUP SHIPPING AND RECEIVING CHARGE FORM				
Group Name:		Room/ Res #:		
Recipient/ Sender:				
Address:				
Bill to: (please circle) Master Acct Credit Card Room Acct				
Account #:		Card Holder Name: (printed)		
Credit Card # and Exp. Date:		Card Holder Signature:		
*** HOTEL CHARGES DO NOT INCLUDE CARRIER CHARGES.***				
INCOMING/OUTGOING PARCELS				
Item	Number Shipped	Hotel Charge	Carrier Charge	Total Charge
Parcels (Up to 75 Lbs.)		\$7.00 per parcel		
Parcels (Over 75 Lbs.)		\$15.00 per parcel		
INCOMING/OUTGOING CASES				
Item	Number Shipped	Hotel Charge	Carrier Charge	Total Charge
Display Box, large tube, or oversize box		\$40.00 per case		
INCOMING/OUTGOING CRATES				
Item	Number Shipped	Hotel Charge	Carrier Charge	Total
Crates/boxes 100 lbs+		\$95.00 per unit		
INCOMING/OUTGOING PALLETS (Pallets must be shrunk wrapped, and self contained)				
Item	Number Shipped	Hotel Charge	Carrier Charge	Total
All Pallets		\$95.00 per pallet		
STORAGE CHARGES (any/all materials held more than 3 days before or after date of function)				
Item	# of Days Held	Hotel Charge	Carrier Charge	Total
All Materials		\$25.00 per day		
Palletize Boxes		\$95.00 per day		
MISC CHARGES				
Item	Number of Hours/Days	Rate		Total
Misc Supplies				Total
Misc Charges				Total

** I have read this form in its entirety, agree to the above charges, and understand that the JW Marriott Desert Ridge Resort and Spa is not responsible for damages or theft during shipping.**

SIGNATURE

DATE