



REF:

Sheraton
SAN DIEGO HOTEL & MARINA

Inbound

Package Notification Form

Package Handling Services

1380 Harbor Island Drive
San Diego, CA 92101-1092
Phone (619) 692-2282
Fax (619) 692-2337
00127_PackageRoom@starwoodhotels.com

Delivery Information Delivery Date: _____

To Guest Name: _____

Guest Room #: _____ Booth/Table #: _____

Company: _____

Group: _____

Location: _____

Payment Authorization

Room # _____ Credit Card (previous authorization may be required)

Group Master Account # _____

Authorization Name: _____

Email: _____

Signature: **X** _____ Date: _____

Items will not be stored at the Sheraton San Diego for more than 90 days. I accept that the Sheraton San Diego is not responsible for missing items or damage resulting from the packing or shipping of items. By signing this form, I authorize the Sheraton San Diego Hotel to charge my account for the handling and service fees indicated on this form.

These charges are in addition to regular freight charges imposed by UPS, DHL, FedEx, or any other service carrier.

Package Handling Fees

STANDARD PACKAGES		QUANTITY
0-9.9 lbs	\$5.00	
10-19.9 lbs	\$10.00	
20-29.9 lbs	\$20.00	
30-49.9 lbs	\$30.00	
50-74.9 lbs	\$40.00	
75-149.9 lbs	\$60.00	
LG PKGS 150+ lbs ALL FREIGHT	\$0.50/lb	
TOTAL PACKAGES ->		
SPECIAL SERVICES		QUANTITY / DETAILS
DAILY STORAGE >3 DAYS	\$25.00	
SPECIAL HANDLING	\$100.00	
SUBTOTAL		NOTES
CREDITS / ADJUSTMENTS		
TOTAL HANDLING FEES		

White Copy – PHS

Yellow Copy – Accounting

Pink Copy – Guest