REF:

Sheraton
SAN DIEGO HOTEL & MARINA

Outbound

Shipping and Handling Authorization 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

Outbound Delivery Today's Date: _____ Time: _____

From: _____

Company: _____ Phone: (_____) _____ - _____

Email: _____

To: _____

Address: _____ Unit: _____

City: _____ State/Terr: _____ Zip: _____

Company: _____ Phone: (_____) _____ - _____

Email: _____

Tracking Numbers

Delivery Service* ❑ **FedEx** ❑ **UPS** ❑ **Other/Freight:** _____

❑ Standard Ground – 7 to 10 days (UPS or FedEx) ❑ 2 Day Service ❑ 3 Day Service

❑ Early AM (extra charge) ❑ Next Morning ❑ Next Afternoon

❑ Saturday Delivery (add $10.00) ❑ Insurance $7.00 per $100.00 $ _____

*Not all services are available to all locations. All services are in business days unless otherwise marked. If not checked, package is sent standard ground via FedEx. The Sheraton San Diego requires a one-day advance notice to process shipments. Packages must be properly labeled before arriving to the package room for shipment.

No Shipments to P.O. Boxes.

Package Handling Fees

STANDARD PACKAGES		QUANTITY	SUBTOTAL
0-9.9 lbs	$5.00		
10-19.9 lbs	$10.00		
20-29.9 lbs	$20.00		CREDITS / ADJUSTMENTS
30-49.9 lbs	$30.00		
50-74.9 lbs	$40.00		
75-149.9 lbs	$60.00		TOTAL HANDLING FEES
LG PKGS 150+ lbs ALL FREIGHT	$0.50/lb		
TOTAL PACKAGES ->			

SPECIAL SERVICES		QUANTITY / DETAILS	NOTES
DAILY STORAGE >3 DAYS	$25.00		
SHRINK WRAP	$25.00		
PALLETIZE SERVICE (INCLUDES SHRINK WRAP)	$100.00		
SPECIAL HANDLING	$100.00		

Acknowledgement and Payment Authorization

The Sheraton San Diego cannot accept unpacked or unlabeled items. 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. I authorize the Sheraton San Diego Hotel to charge my account for the handling and service fees indicated above. These charges are in addition to regular freight charges imposed by UPS, DHL, FedEx, or any other service carrier. Outbound shipping account number does not cover handling or service fees.

❑ **Room #** _____ ❑ **Group Master Account #** _____

❑ **Credit Card** (previous authorization may be required) ❑ **Shipping Account #** _____ **Zip Code:** _____

Authorized Name: _____

Signature: X _____ **Date:** _____

Email: _____

White Copy – Package Handling Services Yellow Copy – Accounting Pink Copy – Guest