

PARADISE POINT RESORT & SPA OUTGOING SHIPPING REQUISITION

ALL INFORMATION MUST BE FILLED IN

PARADISE POINT USES UPS & FEDERAL EXPRESS ONLY

ANY OTHER SHIPPING COMPANY ACCEPTED ONLY IF THE GUEST HAS AN ACCOUNT WITH THE SPECIFIC COMPANY & PICK UP'S ARE PRE ARRANGED

Hotel Policy: Shipping and Handling

Guest is responsible for the following charges:

- \$12.00 per outgoing package handling fee
- Any UPS shipping charges accrued by the hotel for label creation/shipping

Boxes must be dropped at the Front Desk or your meeting space with this form and your pre-printed shipping labels prior to **2PM Mon-Fri** for the Hotel to bring to Shipping/Receiving. **After 2PM** boxes will be shipped out the following business day. **Date:** _____

Ship to Address

Group Name: _____

Recipients Name: _____

Address: _____

City: _____ **State** _____ **Zip:** _____

Phone #: _____

of packages: _____

Senders Name if Different: _____

Is this a residence? Yes No

Number of Packages shipping to this Address: _____

Charge To

Name: _____ **Room #:** _____

Group Name: _____

Master Acct # _____ **Phone #:** _____

Credit Card Type: _____

Credit Card #: _____

Expiration: _____

Signature: _____

Shipping Company Service Desired (Check One)

UPS: Ground / 2nd Day / 3rd Day / Overnight / Overnight Save / Overnight AM / Saturday

Account# _____

Fed Ex-Ground must be pre-arranged by the shipper

Fed Ex: 2nd day / Overnight / Priority / Overnight AM / PM / Saver

Account# _____

TRACKING #(s): _____

Insurance Yes No If yes, how much? _____

Which Package? _____

Special Handling Instructions: _____

Authorized by: _____ **Date:** _____

Processed by (Print Name): _____ **On:** _____ **Logged in ALICE: YES/NO**

ALICE REF # _____