



**This form must be completed and accompany boxes even if using your own account or prepaid labels.**  
**The Business Center can not handle freight shipping, pallets, or packages over 150 lbs.**

**METHOD OF PAYMENT:**

Step 1

\*\*\*A service charge will be issued for each package based on weight.

Up to 24lbs	\$5.00 ea.
25-50lbs	\$10.00 ea.
51-75lbs	\$15.00 ea.
76-95lbs	\$20.00 ea.
96-150lbs.	\$35.00 ea.

Credit Card Type: Mastercard Visa Amx

Card # \_\_\_\_\_

Exp: \_\_\_\_\_

**Phone Number**  
 \_\_\_\_\_

The Business Center and the declared Carrier will not be liable in the event of breakage or internal damage with a customer packed parcel.

The Business Center reserves the right to tender shipment to an alternate carrier offering service that meets or exceeds that elected above. The Business Center and/or The Carrier may, but are not obligated to, open and inspect any shipment tendered for carriage.

I authorize PSAV Business Centers to charge my credit card or sleeping room for shipping and any related charges deemed necessary for packages left with the Hotel and/or Business Center.

I have read and agree to the above terms and conditions  \_\_\_\_\_

**SHIP TO:**

Step 2

Name \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

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

Country \_\_\_\_\_ Province \_\_\_\_\_

Postal Code \_\_\_\_\_

Phone \_\_\_\_\_

Residential Delivery? Y  N

**SENDER INFORMATION:**

Name \_\_\_\_\_

Phone \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_

Fax # \_\_\_\_\_

Step 3

Number of Packages: \_\_\_\_\_

FedEx account # \_\_\_\_\_

*Choose option*

Standard Overnight

2-Day

3-day Express Saver

Ground

UPS account # \_\_\_\_\_

*Choose option*

Next Day

Second Day

Ground

I do not have a shipping account and wish to use the Business Center account. Use credit card information listed above.

If no service is selected, the Business Center policy is to choose Fedex Priority.