

# INBOUND

Sheraton Puerto Rico Convention Center Hotel & Casino  
200 Convention Boulevard, San Juan PR 00907  
1 - 787 995 3500 www.sheraton.com/puertoricoconventioncenter



Sheraton

<b>PACKAGE RECEIVING, HANDLING &amp; DELIVERY</b>	STAR GUEST # _____
DATE PACKAGE ARRIVED _____	STAR GUEST CLOSED BY: _____
GUEST NAME _____	
GROUP NAME _____	
GROUP CONTACT NAME _____	TRACKING NUMBER _____
<b>OFFICE USE ONLY</b>	
TOTAL NUMBER OF ITEMS WITH SHIPMENT:	TOTAL CHARGES
_____ LETTERS / PACKAGES / BOXES / TUBES 0 LBS. - 5 LBS.	\$5.00 EACH _____
_____ PACKAGES / BOXES / TUBES 6 LBS. - 20 LBS.	\$10.00 EACH _____
_____ PACKAGES / BOXES / TUBES 21 LBS. - 50 LBS.	\$15.00 EACH _____
_____ PACKAGES / BOXES / TUBES OVER 50 LBS.	\$25.00 EACH _____
_____ CRATES / DISPLAY CASES / OTHER MISC. SIZES	\$25.00 EACH _____
_____ PALLETS	\$75.00 EACH _____
_____ PALLETS STORAGE > 3 DAYS (PER DAY / PER PALLET CHARGE)	\$25.00 EA/DAY _____
_____ TOTAL ITEMS	GRAND TOTAL CHARGES _____
_____ TOTAL WEIGHT OF ENTIRE SHIPMENT	CHARGES POSTED BY: _____
DATE PACKAGES TO BE DELIVERED _____	
LOCATION PACKAGES TO BE DELIVERED TO _____	
DATE PACKAGES DELIVERED: _____ PACKAGES DELIVERED BY: _____	

### BILLING PREFERENCES

- CASH \_\_\_\_\_
- MASTER GROUP ACCOUNT # \_\_\_\_\_
- GUEST ROOM # \_\_\_\_\_
- AMERICAN EXPRESS # \_\_\_\_\_
- DINERS CLUB # \_\_\_\_\_
- DISCOVER # \_\_\_\_\_
- MASTER CARD # \_\_\_\_\_
- VISA # \_\_\_\_\_

PRINT NAME AS ON THE CARD \_\_\_\_\_

EXPIRATION DATE \_\_\_\_\_

SIGNATURE \_\_\_\_\_ PRINTED \_\_\_\_\_

I hereby authorize these charges to be billed as noted above.

DATE \_\_\_\_\_

An amount currently equal to 30% of the Package Handling Charges is paid to employees providing the Package Handling Service. The remainder of the Package Handling Charge is retained by Hotel.

WHITE - Accounting    YELLOW - Delivering Agent    PINK - Guest    GOLD - Purchasing