INBOUND

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

Sheraton

PACKAGE RECEIVING, HANDLING & DELIVERY

STAR GUEST # _____

STAR GUEST CLOSED BY: _____

DATE PACKAGE ARRIVED

GUEST NAME

GROUP NAME

GROUP CONTACT NAME

TRACKING NUMBER

OFFICE USE ONLY

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	_____
0 TOTAL ITEMS	GRAND TOTAL CHARGES	$0.00
_____ 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