

INBOUND

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



Sheraton

PACKAGE RECEIVING, HANDLING & DELIVERY	STAR GUEST # _____
DATE PACKAGE ARRIVED _____	STAR GUEST CLOSED BY: _____
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 _____
_____ 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