

MATERIALS:

Bubble Wrap: _____ Shrink Wrap: _____ Film Tape: _____ Boxes: _____
\$5.00/ foot \$15.00 / per pallet \$5.00 / per roll \$5.00

**NO FREIGHT WILL LEAVE HOTEL UNLESS FORM IS FILLED OUT IN ITS ENTIRETY.
MARRIOTT CORPORATION IS NOT RESPONSIBLE FOR ANY THEFT OR DAMAGE TO CONTENTS INSIDE
PARCEL DURING SHIPPING.**

BILLING INFORMATION:

Bill to Guest room/Customer Acct. # _____
Bill to Master Acct. # _____
Bill to Receiver (COD/Collect): _____
Bill to Credit Card # _____ Exp. _____

***NOTE: If a package/letter requires an address correction by any carrier, Marriott will charge your account/credit card \$20.00 per item.**

Guest's Signature: _____ Room # _____ Date: _____
Hotel Person Receiving Package: _____ Time: _____ Date: _____
LPO/Shipping Receiving Package: _____ Time: _____ Date: _____

White: S/R copy

Yellow: Night audit/Acct. copy

Pink: Shipper's copy
