

## Shipping Form (Receiving and/or Sending)

**Group Name:** \_\_\_\_\_ **Arrival:** \_\_\_\_\_ **Departure:** \_\_\_\_\_

Receiving       Shipping      (Please check the appropriate box)

**Please clearly print the following information:**

Recipient's Name: \_\_\_\_\_  
 Company: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 City: \_\_\_\_\_  
 State: \_\_\_\_\_  
 Zip: \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 E-mail: \_\_\_\_\_

**Return Shipping Details**

BEST WESTERN PLUS Hood River Inn will schedule a pick-up upon completion of this form and after all handling fees have been paid.

<input type="checkbox"/> Fed Ex	<input type="checkbox"/> UPS
<input type="checkbox"/> Priority	<input type="checkbox"/> Standard
<input type="checkbox"/> Overnight	<input type="checkbox"/> Overnight
<input type="checkbox"/> 2nd Day	<input type="checkbox"/> Express Saver Ground

# of Packages: \_\_\_\_\_  
 Declared Value: \_\_\_\_\_  
 Signature upon delivery Required:    Yes     No   
 Tracking #: \_\_\_\_\_

**Please clearly print the following information:**

Sender's Name: \_\_\_\_\_  
 Company: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 City: \_\_\_\_\_  
 State: \_\_\_\_\_  
 Zip: \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 E-mail: \_\_\_\_\_

**Account Information**

FedEx Acct#: \_\_\_\_\_  
 UPS Acct#: \_\_\_\_\_  
 Origin of Account Zip Code: \_\_\_\_\_

**Package Details**

Package Weight: \_\_\_\_\_ lbs.  
 Package Dimensions: L \_\_\_\_\_ W \_\_\_\_\_ H \_\_\_\_\_  
 (See backside for additional space)

**Office Use**

Date Completed: \_\_\_\_\_  
 Completed By: \_\_\_\_\_  
**HANDLING FEE**  
 # of Items: \_\_\_\_\_ @ \$40 1st 2 boxes; \$10 ea. additional  
 Total Handling Fee:    \$ \_\_\_\_\_  
**SHIPPING CHARGE**  
 Actual Shipping Charge: \$ \_\_\_\_\_  
**TOTAL SHIPPING/HANDLING: \$ \_\_\_\_\_**

**Notes/Comments**

**Payment Information**

<input type="checkbox"/> CASH	<input type="checkbox"/> MASTER ACCOUNT # _____
<input type="checkbox"/> CHECK	<input type="checkbox"/> ROOM # _____
<input type="checkbox"/> CREDIT CARD TYPE: _____	CREDIT CARD NUMBER: _____      EXP DATE: _____
<input type="checkbox"/> OTHER: _____	

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Shipping Form (Receiving and/or Sending)

**Group Name:** \_\_\_\_\_ **Arrival:** \_\_\_\_\_ **Departure:** \_\_\_\_\_

Receiving

Shipping

(Please check the appropriate box)

### Package #2 Details

Package Weight: \_\_\_\_\_ lbs.  
 Package Dimensions: L\_\_\_\_\_ W\_\_\_\_\_ H\_\_\_\_\_

### Package #8 Details

Package Weight: \_\_\_\_\_ lbs.  
 Package Dimensions: L\_\_\_\_\_ W\_\_\_\_\_ H\_\_\_\_\_

### Package #3 Details

Package Weight: \_\_\_\_\_ lbs.  
 Package Dimensions: L\_\_\_\_\_ W\_\_\_\_\_ H\_\_\_\_\_

### Package #9 Details

Package Weight: \_\_\_\_\_ lbs.  
 Package Dimensions: L\_\_\_\_\_ W\_\_\_\_\_ H\_\_\_\_\_

### Package #4 Details

Package Weight: \_\_\_\_\_ lbs.  
 Package Dimensions: L\_\_\_\_\_ W\_\_\_\_\_ H\_\_\_\_\_

### Package #10 Details

Package Weight: \_\_\_\_\_ lbs.  
 Package Dimensions: L\_\_\_\_\_ W\_\_\_\_\_ H\_\_\_\_\_

### Package #5 Details

Package Weight: \_\_\_\_\_ lbs.  
 Package Dimensions: L\_\_\_\_\_ W\_\_\_\_\_ H\_\_\_\_\_

### Package #11 Details

Package Weight: \_\_\_\_\_ lbs.  
 Package Dimensions: L\_\_\_\_\_ W\_\_\_\_\_ H\_\_\_\_\_

### Package #6 Details

Package Weight: \_\_\_\_\_ lbs.  
 Package Dimensions: L\_\_\_\_\_ W\_\_\_\_\_ H\_\_\_\_\_

### Package #12 Details

Package Weight: \_\_\_\_\_ lbs.  
 Package Dimensions: L\_\_\_\_\_ W\_\_\_\_\_ H\_\_\_\_\_

### Package #7 Details

Package Weight: \_\_\_\_\_ lbs.  
 Package Dimensions: L\_\_\_\_\_ W\_\_\_\_\_ H\_\_\_\_\_

### Package #13 Details

Package Weight: \_\_\_\_\_ lbs.  
 Package Dimensions: L\_\_\_\_\_ W\_\_\_\_\_ H\_\_\_\_\_