



OUTBOUND SHIPPING RECORD

DATE ___/___/___

- Customer Packed _____ *please initial*
- Business Center Packed

NUMBER OF PACKAGES _____

<p>SHIP TO:</p> <p>Name _____</p> <p>Company _____</p> <p>Address _____</p> <p>City _____ State ____ Zip _____</p> <p>Country _____ Province _____</p> <p>Postal Code _____</p> <p>Phone _____</p> <p>Residential Delivery? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>SENDER INFORMATION:</p> <p>Name _____</p> <p>Phone _____</p> <p>Cell Phone # _____</p> <p>Email _____</p>	<p>UPS SERVICES:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Next Day Air Early AM (as early as 8:00am)* <input type="checkbox"/> Next Day Air (typically by 10:30am) <input type="checkbox"/> Next Day Air Saver (typically by 3:00pm) <input type="checkbox"/> 2nd Day AM (typically by 10:30am)* <input type="checkbox"/> 2nd Day Air (typically by end of day) <input type="checkbox"/> 3 Day Select (end of day) <input type="checkbox"/> Ground (1-5 business days) includes HI, AK and PR <ul style="list-style-type: none"> <input type="checkbox"/> Worldwide Express (must complete reverse side)* <input type="checkbox"/> Worldwide Saver (must complete reverse side)* <input type="checkbox"/> Worldwide Expedited (must complete reverse side)* <input type="checkbox"/> Worldwide Standard (must complete reverse side)* <i>*Not available in all areas</i> <p>Residential Delivery \$4.00</p> <p>Saturday Delivery \$22.00 (additional)</p> <p>Declared Value greater than \$100 (must complete next page)</p> <p>We are unable to ship anything over 70 lbs UPS Ground, we would have to call a freight company, extra fee's may apply</p> <p><small>if no service is selected, package will be shipped UPS Next Day Air (Worldwide * Express for addresses outside the US) with no additional insurance coverage, and you will be billed accordingly</small></p> <p>Handling charges also apply</p>
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<p>Method of Payment:</p> <p>Credit Card: MasterCard Visa AE</p> <p>Card # _____</p> <p>Exp. _____ CIV Code _____</p> <p>UPS Account # _____</p> <p>Billing Zip Code (for UPS) _____</p>	<p>Neither the Carrier nor the Business Center will be responsible for any claim in excess of \$100 per package whether the result of loss, damage, delay, non-delivery, mis-delivery or misinformation, unless you declare a higher value and pay an additional declared value charge. Your right to recovery from the Carrier for any loss is limited to the greater of \$100 or the declared value specified to Business Center Agent at time of shipment. Recovery cannot exceed actual documented loss. Claims not made to the Business Center within 10 days of the scheduled delivery date are waived.</p> <p>The Business Center and the declared Carrier will not be liable in the event of breakage or internal damage with a customer packed parcel.</p> <p>The Business Center reserves the right to tender shipment to an alternate carrier offering services that meets or exceeds that elected above. The Business Center and/or the Carrier may, but are not obligated to, open and inspect any shipment tendered for carriage.</p> <p>I authorize PSAV Business Centers to charge my credit card or sleeping room for shipping and any related charges deemed necessary for packages left with the Hotel and/or Business Center.</p>
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I have read and agree to the above terms and conditions _____

A \$4.00 minimum charge will be assessed for all UPS shipments exceeding \$100.00 in declared value. For shipments exceeding \$100.00 in declared value, an additional \$1.50 will be charged for each \$100.00 (or fraction thereof) of declared value.

INTERNATIONAL UPS

- Non-document international packages require a commercial invoice. Please describe the contents and value of each package you are shipping below.
- In most cases the Warsaw Convention limits liability for international shipments to US \$9.07 per pound, unless a higher value is declared. Where the Warsaw Convention does not apply, liability is limited to US\$100.00, or US \$9.07 per pound, whichever is greater.

DOMESTIC UPS

- The maximum declared value on all domestic UPS Envelopes is \$100.00.
- The maximum declared value is limited to \$500.00 on packages containing artwork, antiques, collectibles and memorabilia, glassware (including but not limited to mirrors, ceramics, porcelains, china, framed glass), jewelry, furs, precious or semiprecious stones, precious metals, flat panel display screens (all types), plasma screens, stocks, bonds, cash letters or cash equivalents, (including but not limited to travelers checks, money order, calling cards, bond coupons, bearer bonds) and any commodity that by its inherent nature is particularly susceptible to damage, or the market value of which is particularly variable or difficult to ascertain.
- The maximum declared value is \$50,000.00 per package.

PACKAGE CONTENTS	DECLARED VALUE

Signature _____ Date _____

Actual Weight	DIM Weight	Declared Value	Shipping Fee	Add'l Declared Value Fee	Handling Fee	Packing Fee	Total Charges