

SHIPPING FORM

We are not able to ship packages with an in-complete form – if a shipping method is not specified or the designated method is not available “FedEx Standard Overnight” will be used.

SHIPPING METHOD:

FEDEX:

1st Overnight
 Priority Overnight
 Standard Overnight
 2 Day
 3 Day Express Saver
 Ground (2 – 6 Day)
 Freight
 International (Priority)
 International (Economy)
 International (Priority by Freight)
 Description of items (Required)

UPS:

Overnight AM PM
 2nd Day AM PM
 3rd Day
 Ground
 World Wide Express Plus
 World Wide Express
 World Wide Saver
 World Wide Standard

SPECIAL SERVICES:

Saturday Pick Up - \$20.00 (must be received by 10 am)
 Saturday Delivery - \$15.00
 Insurance: Value per box \$ _____ Description of items: _____
 (description required of international shipments)
 No Signature Required
 E-mail Address (for tracking # only) _____

BILLING:

Minimum Handling Fee Per Package – \$10.00 per box. **Credit card is required.**
 Handling Fees will be billed to your guest room or as indicated on billing requirements contract.

Room Name: _____ Room # _____
 Master Account Group Name: _____
 Carrier Account Account # _____
 Credit Card Card # _____ Expires: _____ Type _____
 Department Department Name: _____ GL# _____
 Employee Employee Name: _____

DESTINATION:

Attention: _____ # of Packages _____
 Company: _____ Residential _____ Company _____
 Street Address: _____
 (P.O. Boxes and Department # can be accepted)
 City: _____ State: _____ Zip: _____ Phone (_____) _____

AUTHORIZATION:

I authorize Cheyenne Mountain Resort to ship packages and bill for shipping and handling fees as indicated above.

Print Name _____ Room # _____ Signature _____ Date _____

CMCR USE ONLY

DELIVERED BY _____ DATE: _____

PREPARED BY _____ SHIPPED BY _____ DATE: _____

SHIPPING RECEIPT NUMBER _____

TOTAL CHARGES _____