



Hotel Services will not be able to handle any packages without a completed shipping request.

Packages are not shipped out on the Weekend Weekdays only

Hyatt Regency Denver Guest Shipping Request

RECIPIENT INFORMATION (PRINT)

Name: _____ Company: _____

Address: _____ Phone Number: _____

City: _____ State: _____ Zip: _____ Email: _____

Number of Pieces: _____ x \$10.00/item handling fee

RESIDENTIAL

BUSINESS



First Overnight 7:30am Business / 10:30am Residential.

Priority Overnight 10:30am

Standard Overnight 3:00pm


FDX 2Day 4:30pm Business / 7:00pm residential.

FDX Express Saver 3Day 4:30 Business / 7:00pm Residential

FDX Ground 1-5 Business days

INTERNATIONAL

FDX ACCT# _____



Next Day EARLYLY

Next Day AIR

Next Day SAVER

2nd Day

GROUND

SATURDAY DELIVERY

INSURANCE \$ _____

UPS ACCT # _____ UPS ACCT'S Zip # _____

FREIGHT CO. NAME: _____

(COPY OF BILL OF LADING)

PHONE # _____

METHOD OF PAYMENT:
(Hotel will not ship without credit card information.)

CREDIT CARD # _____

EXP. _____

AUTHORIZATION

PHONE #: _____
(IN CASE OF QUESTIONS W/ SHIPPING)

A \$15.00 LABOR CHARGE PER PACKAGE & \$200 PER PALLET WILL APPLY TO ALL ITEMS REQUIRING PACKAGING. LARGE ITEMS; BAGS, SUITCASES, MULTIPLE PIECES. SHIPMENTS WILL REQUIRE A MINIMUM \$25.00 PER PACKAGE FEE + SHIPPING CHARGES.

Name) _____

ANY LARGE FRAGILE ITEMS: FRAMED PICTURES, GLASS, MIRRORS, ETC., WILL BE SENT OUT FOR PROFESSIONAL PACKAGING. ANY COSTS INCURRED WILL BE CHARGED TO GUEST. A MINIMUM \$30.00 PER PACKAGE FEE + SHIPPING CHARGES.

FOR HOTEL USE ONLY (Please Print)

EMPLOYEE accepting shipment from Guest: _____ Date & Time Received: _____

Employee Handling/Posting Package: _____ Department: _____

Total Handling Fee: \$ _____ Total Shipping Fee: \$ _____ Total Charge: \$ _____

Approval Code: _____