



Date _____

Group _____

Recipient information	
Name	_____
Address	_____
City	_____
State	_____ Zip _____
Phone	_____

Sender Information	
Name	_____
Phone	_____
Email	_____

Select Preferred Shipping Service
Packages will not be shipped without this completed form Packages must be Secured with packing tape

FedEx

_____	Priority Overnight
_____	Standard Overnight
_____	2 Day
_____	3 Day
_____	Saturday Delivery
_____	Prepaid label

UPS

_____	Next Day Air	Length	_____
_____	2 Day Air	Width	_____
_____	3 Day Select	Height	_____
_____	Ground	Weight	_____
_____	Saturday Delivery		
_____	Prepaid Label		

 Insurance Dollar Amount (optional)

Tracking Number# _____

Will email when available

_____	Bill Guest (Name)	_____	Room	_____
_____	Bill Guest Shipping Account #	_____		
_____	Bill Group Master Account #	_____		
_____	Bill Guest Credit Card #	_____	Exp Date	_____

Signature _____ Date _____

Shipped By	_____	Date	_____
Shipping Charges	_____	(Shipping Service)	
Handling Charge	_____	(\$10 Fee for Creating Label/ Handling Fee for Prepaid Label Pick up)	
Total Charges	_____		

Please Note: Handling fees cannot be charged to a shipping account. We will need a Credit card Number or Room number to process these charges.

**Listed Below are our Package receiving and storage pricing. This is upon arrival to Beaver Run and
Logged in our mail room for storage until guest arrive. This is a separate from our shipping charges
listed above**

Envelopes/Small/Medium Packages:	_____	(\$20.00/each)
Large/Ski/Snowbard/Luggage Packackages:	_____	(\$25.00/each)
Package Storage over 5 Days:	_____	(\$5.00/each/day)
Number of Pallets:	_____	(\$120.00/each)
Pallet Storage over 5 Days:	_____	(\$30.00/day/pallet)