

# The UPS Store<sup>®</sup>

PRINT & BUSINESS SERVICES



Company Name: \_\_\_\_\_

Contact: \_\_\_\_\_

Booth Name/Number: \_\_\_\_\_

Phone #: \_\_\_\_\_

Event Name: \_\_\_\_\_

Email: \_\_\_\_\_

*I authorize The UPS Store Print & Business Center for the Westin Galleria & Westin at the Oaks Hotel to charge the following goods and/or services to my guest room or credit card number provided below:*

*(Please check all that apply)*

Incoming/Outgoing Package Handling: [ Estimated # of Pkgs: \_\_\_\_\_ Estimated # of Pallets/Crates: \_\_\_\_\_ ]

Shipping:

Sender Name: \_\_\_\_\_

Recipient Name: \_\_\_\_\_

Sender Phone #: \_\_\_\_\_

Recipient Phone #: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

Shipping Speed:  Next Day  2nd Day  3 Day Select  Ground Declared Value: \$ \_\_\_\_\_

Packaging Services

Printing/Copies

Mailbox Services

Other (Please Specify)

Additional Information:

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## Billing Information

*Please select your method of payment below:*

Charge to a Guest Room

Room #: \_\_\_\_\_

Name on Room: \_\_\_\_\_

Charge to Credit Card

CC #: \_\_\_\_\_

Exp. Date: \_\_\_\_ / \_\_\_\_ Zip Code: \_\_\_\_\_

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

*Please send completed form to The UPS Store Print & Business Center at the fax # or email address listed below.*