

FEDEX SHIPPING FORM

Shipping notification required before any shipment will be accepted.

Today's Date: _____

Group name: _____ Guest Name: _____

Cell phone: _____ E-Mail: _____

Number of Boxes Shipped: _____

Number of Pallets Shipped: _____

Tracking #'s: _____

Shipping Date: _____

Arrival Date: _____

DELIVER TO:

Guest Name: _____

Meeting Room/Guest Room: _____

Date you want it delivered: _____ Time: _____

METHOD OF PAYMENT:

Bill Fedex Account #: _____ (must have signature) X _____

Bill to Guest Room or Master account #: _____ (must have signature) X _____

Check here if you would like to pay by credit card, a FedEx representative will contact you.

Please add the following to incoming shipments for proper delivery:

In care of:

Name of your conference:

Attention: (Person receiving shipment)

Conference Dates:

Please specify delivery to:

The JW Marriott
4040 Central Florida Parkway
Orlando, FL 32837

The Ritz Carlton
4012 Central Florida Parkway
Orlando, FL 32837

Notification of package handling fees

This FedEx Office store charges handling fees on all packages shipped to or from this location. These handling fees are in addition to shipping charges and are assessed on each package/pallet based on the weight of the item.

Package weight	Package pickup or dropoff by guest	Package pickup or delivery by FedEx Office
Envelopes up to 1 lb	\$4.00	\$7.00
0.0–1.0 lb	\$4.00	\$7.00
1.1–10.0 lbs.	\$10.00	\$15.00
10.1–20.0 lbs.	\$15.00	\$20.00
20.1–30.0 lbs.	\$25.00	\$30.00
30.1–40.0 lbs.	\$30.00	\$36.00
40.1–50.0 lbs.	\$35.00	\$42.00
50.1–60.0 lbs.	\$40.00	\$50.00
60.1–150.0 lbs.	\$55.00	\$66.00
Pallets & Crates	\$250.00 or \$0.80/lb > 312 lbs.	\$250.00 or \$0.80/lb > 312 lbs.

For additional shipping information, please contact FedEx 24 hours a day by calling 1.800.GoFedEx 1.800.463.3339.