



Parcel Management Services Guest Charge Slip

Guest Full Name: _____ Guest Room #: _____ Cell#: _____
 Company/Event Name: _____ Master Acct.#: _____
 Requested By: In Person By Phone (name): _____ Email (retain) Hotel Personnel (name): _____

Authorization to Charge to Guest Room Folio or Master Account

The signee below authorizes all charges to be applied to the Guest's Room Folio or Master Billing Account for the services received at the FedEx Office Business Center.

Signature: _____ Print Name: _____ Date: _____

Notes: All packages will be delivered to your booth on the day of your exhibition. Please complete this form with payment information and email it to claudia.baldasti@fedex.com. Please schedule your packages to arrive 1-5 days prior to your exhibition day. Packages that are received on the day of the exhibition may experience a delay to your booth.

HPOS/OTP Posting Date: _____ Amount: _____ OTP Receipt #: _____ FXO TM: _____

Qty	Package(s) Weight	SKU - Inbound Pickup By Guest	SKU - Outbound Drop Off By Guest	Charge	Subtotal	Concession	Line Total
	0.0 – 1.0 lb.	50127	N/A	\$2.00			
	1.1 – 10.0 lbs.	1359	1358	\$10.00			
	10.1 – 20.0 lbs.	1360	1355	\$15.00			
	20.1 – 30.0 lbs.	1361	1356	\$20.00			
	Over 30.0 lbs.	1315	1357	\$25.00			
	*Pallets & Crates	40268	40268	\$0.50 p/ lb (\$150 Min)			
Qty	Package(s) Weight	SKU - Inbound Delivered by FXO	SKU - Outbound Pickup by FXO	Charge	Subtotal	Concession	Line Total
	Envelopes	40223	40222	\$5.00			
	0.0 – 1.0 lb.	0263	40003	\$5.00			
	1.1 – 10.0 lbs.	0245	50139	\$15.00			
	10.1 – 20.0 lbs.	1381	50149	\$20.00			
	20.1 – 30.0 lbs.	1382	50150	\$30.00			
	30.1 – 40.0 lbs.	1389	50151	\$40.00			
	40.1 – 60.0 lbs.	1390	50152	\$50.00			
	Over 60.0 lbs.	1392	50154	\$70.00			
	*Pallets & Crates	40268	40268	\$0.50 p/ lb (\$150 Min)			
	0 – 10.0 lbs.	Storage Fee Day 6	1365	\$5.00			
	11.0 – 30.0 lbs.	Storage Fee Day 6	1366	\$10.00			
	31.0 – 60.0 lbs.	Storage Fee Day 6	0264	\$15.00			
	Over 60.0 lbs.	Storage Fee Day 6	40220	\$25.00			
	Pallets & Crates	Storage Fee Day 6	40221	\$50.00			
	Oversize Items	Storage Fee Day 6	1367	\$25.00			
	Labor Fee	Per Hour/15 mins	11020	\$70.00			
Totals							

*For inbound/outbound pallets or crates, the fee is \$0.50 per pound (\$150.00 minimum). Charges are consolidated into a single fee for receiving/delivery or pickup, which is applied to each pallet/crate handled. A Labor Fee of \$70.00 per hour will apply for breaking down pallets, building pallets, or excessive package handling/moving due to a customer's request. The Labor Fee will be charged in 15 minute increments.

FEDEX OFFICE

TIME: _____ DATE: _____