

BEAVER RUN RESORT AND CONFERENCE CENTER

Shipping Form

Your packages will not be shipped without this completed form.

Packages must be secured with packaging tape

(masking tape or duct tape will not be accepted)

Beaver Run charges a standard handling fee of \$10.00 per box

Date _____ Name of sender & conf. group _____

Phone Number of Sender _____

Number of packages _____ Value per box, if any \$ _____

Description of packages to be insured _____

Shipping Method

UPS & Federal Express will not deliver to Post Office Boxes

Federal Express

- _____ Standard Overnight
- _____ Priority Overnight
- _____ 2 Day Service
- _____ Express Saver
- _____ Ground Service (3 to 10 days)
- _____ Saturday delivery (extra charge)
- _____ Saturday pick-up (extra charge)
- _____ Signature Required for Delivery

UPS

- _____ Standard Overnight
- _____ Priority Overnight
- _____ 2 Day Service
- _____ 3 Day Service
- _____ Ground Service (3 to 10 days)
- _____ Saturday delivery (extra charge)
- _____ Saturday pick-up (extra charge)
- _____ Signature Required for Delivery

Shipping Address

Name _____

Company _____

Street address (NO PO BOXES) _____

City, State, Zip Code _____

Recipient's phone number (_____) _____

Billing Information

_____ Bill to guest - Name _____ Room # _____

_____ Bill to guest's carrier account # _____

Company address, if different from above: _____

_____ Bill to group master account # _____

_____ Bill to credit card # _____ Exp. date _____

_____ Bill to BRR account # _____

_____ Signature _____ Date _____

Beaver Run Use Only

Shipped by _____ Date _____

Shipping charges (UP) \$ _____

Handling charges (\$10.00/box)(UH) _____

Packaging materials (UM) _____

Other charges (UO or UA) _____

Total charges \$ _____

Taken to Shipping By: _____

Entered By: _____

Date Entered: _____