



BUSINESS CENTER

PACKAGE HANDLING - INBOUND

FedEx and UPS Letter Envelope	Complimentary
Light package of up 2 lbs	\$ 5/ea.
2 lbs - 5 lbs	\$ 10/ea.
6 lbs - 20 lbs	\$ 15/ea.
21 lbs - 50 lbs	\$ 25/ea.
51 lbs or heavier	\$ 60/ea.
Skids/Pallets	\$ 250/ea.

PACKAGE HANDLING - OUTBOUND*

FedEx and UPS Letter Envelope	Complimentary
Domestic Flat Rate for Packages	\$ 15/ea.
International Flat Rate for Packages	\$ 25/ea.
Skids/Pallets	\$ 125/ea.

*Package handling charges are in addition to the charges from your carrier (e.g. FedEx, UPS, etc.). Those will be paid directly to them via credit card or guest room account.

PRINTING & COPYING

B&W, Single-Sided	\$.50/page
B&W, Double-Sided	\$ 1/page
Color, Single-Sided	\$ 1/page
Color, Double-Sided	\$ 2/page
Color (>100 pages), Single-Sided	\$.75/page
Color (>100 pages), Double-Sided	\$ 1.25/page

FINISHING SERVICES

Binding	\$ 10/ea.
Laminating	\$ 2/ea.

BUSINESS CENTER & PACKAGE ROOM HOURS

Monday-Friday	7am-5pm
Saturday	7am-1pm
Sunday	Closed

Advanced notice required for large deliveries or freight scheduled outside of normal business hours.

From pre-planning through final production, Encore is positioned with unique resources on property and industry-trained staff to produce exciting, memorable meetings and events.

Note: An additional 25% service charge will be added to all rental transactions and a 9% rental tax and 10.25% sales tax will be assessed in addition.