

# THE SCOTT

RESORT & SPA

## SHIPPING REQUEST FORM

PLEASE FILL OUT FORM COMPLETELY.

SHIPPING RATES VARY BY DESTINATION, PACKAGE SIZE, DESIRED SHIPPING PROCESS, AND MORE.

### SENDER'S INFO

COMPANY (DEPT):

NAME (EMPLOYEE):

NUMBER OF PACKAGES:

ROOM NUMBER:

SENDER'S PHONE:

SENDER'S EMAIL:

SIGNATURE REQUIRED FOR DELIVERY (PLEASE CHECK ONE)

☐

YES - SIGNATURE REQUIRED

☐

NO - NOT REQUIRED

### INDEPENDENT FREIGHT COMPANY

SHIPPING COMPANY:

CONTACT INFO | NAME:

PHONE NUMBER:

CELL PHONE NUMBER:

EMAIL ADDRESS:

### FEDEX

	FIRST OVERNIGHT (BY 8:00AM NEXT BUSINESS DAY)
	PRIORITY OVERNIGHT (BY 10:30AM NEXT BUSINESS DAY)
	STANDARD OVERNIGHT (BY END OF NEXT BUSINESS DAY)
	2ND DAY SERVICE (BY END OF 2ND BUSINESS DAY)
	EXPRESS SAVER (BY END OF 3RD BUSINESS DAY)
	GROUND SERVICE (COMMERCIAL 4-7 BUSINESS DAYS)
	HOME SERVICE (RESIDENTIAL 4-7 BUSINESS DAYS)
INTERNATIONAL SHIPMENTS	
	INTERNATIONAL FIRST (SELECT LOCATIONS ONLY)
	INTERNATIONAL PRIORITY
	INTERNATIONAL ECONOMY

FEDEX ACCOUNT #

PLEASE BILL MY GUEST ROOM #

### RECIPIENT'S INFO

NAME:

COMPANY:

ADDRESS:

CITY:

STATE:

ZIP:

RECIPIENT'S PHONE:

RECIPIENT'S EMAIL:

RECIPIENT'S TYPE OF ADDRESS (PLEASE CHECK ONE)

☐

COMMERCIAL ADDRESS

☐

RESIDENTIAL ADDRESS

&

### BILLING

PLEASE CHECK ONE

☐

CLIENT TO PAY SHIPPING FEES DIRECTLY

☐

RESORT TO PAY FEES AND CHARGE TO GROUP MASTER

TRACKING NUMBER(S):

### UPS

	NEXT DAY AIR EARLY AM (BY 8:00AM NEXT BUSINESS DAY)
	NEXT DAY AIR STANDARD (BY 10:30AM NEXT BUSINESS DAY)
	NEXT DAY AIR SAVER (BY 3:00PM NEXT BUSINESS DAY)
	2ND DAY AIR AM (BY 10:30AM 2ND BUSINESS DAY)
	2ND DAY AIR PM (BY END OF 2ND BUSINESS DAY)
	3 DAY SELECT (BY END OF 3RD BUSINESS DAY)
	GROUND SERVICE (4-7 BUSINESS DAYS)
INTERNATIONAL SHIPMENTS	
	WORLDWIDE EXPRESS
	WORLDWIDE EXPEDITED

OR

UPS ACCOUNT #

ACCOUNT ZIP:

OR

PLEASE BILL MY MASTER (GROUP NAME):

DECLARED INSURANCE VALUE (IF OVER \$100.00 EACH):	DESCRIPTION OF CONTENTS (REQUIRED ON ALL SHIPMENTS):
BOX 1 = \$	BOX 1 =
BOX 2 = \$	BOX 2 =
BOX 3 = \$	BOX 3 =
PLEASE CLEARLY MARK BOXES ACCORDING TO CORRESPONDING VALUES. IF SENDING MORE THAN 3 BOXES PLEASE USE BACK OF THIS FORM.	

I UNDERSTAND MY SIGNATURE RELEASES THE SCOTT RESORT & SPA OF ANY AND ALL SHIPPING AND HANDLING LIABILITIES. ALL OUTBOUND SHIPMENTS MUST BE SUBMITTED TO THE SHIPPING DEPARTMENT BY 2:00PM FOR SAME DAY SERVICE, I AGREE TO THE HOTEL CHARGES FOR SHIPPING AND HANDLING AS DESCRIBED ABOVE.

SENDER'S SIGNATURE:

DATE: