

# RENAISSANCE WASHINGTON D.C. PACKAGE HANDLING INFORMATION

The shipping, receiving and delivery of all packages and boxes are handled by the Shipping and Receiving Department. They can be reached at ext. 3174 or 3408.

## HOURS OF OPERATION

Monday – Saturday 7:00 AM – 8:00 PM  
Sunday depending on the business

There is a handling charge for all items coming in and going out of the hotel. The rate is as follows:

### Group Rates

First 200 lbs. free  
Over 200 lbs. .33 cents a pound.

### Individual & Affiliates Rates

First 50 lbs. free  
51 lbs. to 99 lbs. \$15.00  
100 lbs. or more at .33 cents per pound.



**Each outgoing package must be accompanied by a Business Center Shipping Form completed in full.** Free of charge FedEx drop boxes are located by the Post Office on the MR level. Packing materials are available in the Business Center for a small fee.

### Directions to the hotel loading dock

Going South on 9th St, make a left on I St, the loading dock will be on the left.

### Delivery Information

- Forklift for loading and unloading equipment to be provided by delivery company.
- Items to be shipped to the hotel should be done 2-3 days before the event.
- There is a \$100/day storage fee for all items stored longer than 3 days, before and after the scheduled event. Any items left longer than 10 days will be discarded.

Please call Loss Prevention for all after hours request at ext. 3377

## SAVVY SERVICE UNDERWAY



**Business Center Shipping Form**

Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
To: (Company Name) \_\_\_\_\_  
Attention: (Name/Dept.) \_\_\_\_\_  
Street Address: (No P.O. Boxes) \_\_\_\_\_  
City, State: \_\_\_\_\_ / \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: (     ) \_\_\_\_\_

\_\_\_\_\_ Residential Address     \_\_\_\_\_ Business Address

Shipments are insured automatically by the carrier up to \$100.  
(Proof of value required). Do you need extra coverage? Yes/No

Please declare a value for each package for which you require extra coverage.

|              |                  |              |                  |
|--------------|------------------|--------------|------------------|
| Amount _____ | Pkg Number _____ | Amount _____ | Pkg Number _____ |
| Amount _____ | Pkg Number _____ | Amount _____ | Pkg Number _____ |
| Amount _____ | Pkg Number _____ | Amount _____ | Pkg Number _____ |
| Amount _____ | Pkg Number _____ | Amount _____ | Pkg Number _____ |

Delivery Desired: (Please circle choice)

(Choose 1)

FedEx  
UPS  
Airborne/DHL

(Choose 1)

Next Day (Early AM)  
Next Day (10:30 AM)  
2<sup>nd</sup> Day  
3<sup>rd</sup> Day

Tracking Number(s):

|          |          |
|----------|----------|
| 1) _____ | 2) _____ |
| 3) _____ | 4) _____ |
| 5) _____ | 6) _____ |
| 7) _____ | 8) _____ |

Billing Method:

Shippers Account Number: \_\_\_\_\_

Credit Card (Number and Expiration Date): \_\_\_\_\_

Guest Signature: \_\_\_\_\_ Date: \_\_\_\_\_