



Texas A&M Hotel and Conference Center

DOUG PITCOCK '49

## SHIPPING AND RECEIVING SERVICES

Texas A&M Hotel and Conference Center is here to assist with the shipping and receiving of materials for your program.

### GUIDELINES

Hotel would prefer not to receive any materials prior to three (3) days before Group arrival. Shipments received outside seven (3) days could be subject to additional storage fees. Shipping of boxes after the program will be coordinated through your Conference Planning Manager. She will provide shipping forms, as well as, mailing options. Shipping arrangements may be arranged from Monday through Friday, 9am – 5pm.

### CONTACT INFORMATION

COMPANY : \_\_\_\_\_ BOOTH # : \_\_\_\_\_

CONTACT NAME : \_\_\_\_\_ PHONE : \_\_\_\_\_

ADDRESS : \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

EMAIL ADDRESS FOR TRACKING #: \_\_\_\_\_

### SHIPPING INFORMATION

All boxes sent prior to the Event must be labeled to include company name, Attention: name of on-site recipient with Group affiliation and event date.



<input type="checkbox"/> First Overnight
<input type="checkbox"/> Standard Overnight
<input type="checkbox"/> Express Saver
<input type="checkbox"/> Priority Overnight
<input type="checkbox"/> Second Day
<input type="checkbox"/> Ground
<input type="checkbox"/> International
List of Contents:
_____
_____
_____
Value \$ _____

<input type="checkbox"/> Next Day Air
<input type="checkbox"/> Second Day Air
<input type="checkbox"/> Three Day Air
<input type="checkbox"/> Ground
<input type="checkbox"/> International
List of Contents:
_____
_____
_____
Value \$ _____

NOTES :
_____
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### BILLING INFORMATION

If a return label is not provided, shipping charges will be posted to the individual. An electronic invoice will be sent via Sertifi.

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

Shipping/Mailing Information:

If mailing via United States Postal Service (USPS) please use this address:

**Texas A&M University Hotel and Conference Center**  
**1239 TAMU**  
**College Station, TX 77843-1239**

Hold for:

**Name of recipient**

Name of Program

Dates of Program

For all other carrier service ( UPS, FedEx, DSL, etc.) use this address:

**Texas A&M University Hotel and Conference Center**  
**177 Joe Routt**  
**College Station, TX 77843**

Hold for:

**Name of recipient**

Name of Program

Dates of Program