



MADISON CONCOURSE HOTEL & GOVERNOR'S CLUB SHIPPING INFORMATION

Date _____ Employee Receiving Boxes from Guest: _____

SHIP TO INFORMATION:

Name _____

Street Address _____

*Note: Must be street address – **Can't Ship to P.O. Boxes**

City _____ State _____ Zip _____

Phone (____) _____ *is this a _____ **Commercial** or _____ **Residential** Address (please check)

Declared Value: \$ _____ Email _____

SENDER (Guest) INFORMATION:

Name _____ Phone (____) _____

METHOD-UPS (Preferred):

___ Ground ___ 3 Day ___ 2nd Day Air ___ 2nd Day Air Am (by 10:30 AM)
___ Next Day Air (by 10:30 AM) ___ Next Day Air Saver (by 3:00 PM)
___ Next Day Early AM (by 8:00)

METHOD-FED EX:

___ Express Saver 3 Day ___ 2nd Day ___ 2nd Day AM ___ Standard Overnight (3:00 PM)
___ Priority Overnight (by 10:30 AM) ___ First overnight (by 8:00 AM)
___ Ground (**There is a \$4.00 Charge for this option**)

PAYMENT:

___ Credit Card - Visa Master Card AMEX Diners Discover (**Circle type**)

CREDIT CARD # _____ Expiration _____

___ UPS or Fed Ex (circle type) Account Number # _____

DUE TO CUSTOMS AND INTERNATIONAL PAPERWORK, ALL SHIPMENTS OUTSIDE THE UNITED STATES MUST BE ROUTED THROUGH PURCHASING. For international shipping please include the country, the country code and area code, a description of the item(s), the cost, what the item is made from, is it a gift or sample? Please be as descriptive as possible to make sure your package is not delayed.