



Parcel Management Services Guest Charge Slip

Guest Full Name: _____ Guest Room #: _____ Cell#: _____
 Company: _____ Master Acct.#: _____
 Requested By: Person By Phone (name): _____ Email (retain) Hotel Personnel (name): _____

Authorization to Charge to Guest Room Folio or Master Account

The signee below authorizes all charges to be applied to the Guest's Room Folio or Master Billing Account for the services received at the FedEx Office Business Center.

Signature: _____ **Print Name:** _____ **Date:** _____

Notes:

HPOS/OTP Posting Date: _____ **Amount:** _____ **OTP Receipt #:** _____ **FXO TM:** _____

Qty	Package(s) Weight	SKU - Inbound Pickup By Guest	SKU - Outbound Drop Off By Guest	Charge	Subtotal	Concession	Line Total
	0.0 – 1.0 lb.	50127	N/A	\$2.00	These	columns for	Office use
	1.1 – 10.0 lbs.	1359	1358	\$10.00			
	10.1 – 20.0 lbs.	1360	1355	\$15.00			
	20.1 – 30.0 lbs.	1361	1356	\$20.00			
	Over 30.0 lbs.	1315	1357	\$25.00			
	*Pallets & Crates	50370	50370	\$0.75 p/ lb (\$150 Min)			
Qty	Package(s) Weight	SKU - Inbound Delivered by FXO	SKU - Outbound Pickup by FXO	Charge	Subtotal	Concession	Line Total
	Envelopes	40223	40222	\$5.00			
	0.0 – 1.0 lb.	0263	40003	\$5.00			
	1.1 – 10.0 lbs.	0245	50139	\$15.00			
	10.1 – 20.0 lbs.	1381	50149	\$20.00			
	20.1 – 30.0 lbs.	1382	50150	\$30.00			
	30.1 – 40.0 lbs.	1389	50151	\$40.00			
	40.1 – 60.0 lbs.	1390	50152	\$50.00			
	Over 60.0 lbs.	1392	50154	\$70.00			
	*Pallets & Crates	50370	50370	\$0.75 p/ lb (\$150 Min)			
	0 – 10.0 lbs.	Storage Fee Day 6	1365	\$5.00			
	11.0 – 30.0 lbs.	Storage Fee Day 6	1366	\$10.00			
	31.0 – 60.0 lbs.	Storage Fee Day 6	0264	\$15.00			
	Over 60.0 lbs.	Storage Fee Day 6	40220	\$25.00			
	Pallets & Crates	Storage Fee Day 6	40221	\$50.00			
	Oversize Items	Storage Fee Day 6	1367	\$25.00			
	Labor Fee	Per Hour/15 mins	11020	\$70.00			
Totals							

*For inbound/outbound pallets or crates, the fee is \$0.75 per pound (\$150.00 minimum). Charges are consolidated into a single fee for receiving/delivery or pickup, which is applied to each pallet/crate handled. A Labor Fee of \$70.00 per hour will apply for breaking down pallets, building pallets, or excessive package handling/moving due to a customer's request. The Labor Fee will be charged in 15 minute increments.