



The UPS Store™

333 W. Harbor Dr., San Diego, CA 92101



Shipping Authorization Form

Sender Name: _____ Room Number: _____

Phone Number: _____ Total # of Packages: _____

E-mail Address (Mandatory to receive tracking): _____

Package(s): **Already have UPS/Fedex labels** **Need to be processed for shipping**

SHIPPING INFORMATION: (Must be completed in full **only** for packages needing to be processed. For pre-labeled packages, only recipient's name must be filled out in this section)

Recipient/Company Name: _____

Attn: _____ Ph: _____

Address: _____

City, State & Zip Code: _____

Shipping Speed: Next Day 2 Day 3 Day Ground

Description of Contents (REQUIRED) _____

Additional Insurance Needed? (\$100 per package is included): NO YES* Amt \$ _____

BILLING INFORMATION: Must be completed for all packages; see reverse for details

Please select **ONE** of the following billing options:

Bill to Guest Room / House Account:

Guest Room / Account #: _____

Name on Room / Account: _____

---OR---

Bill to Credit Card:

Credit Card number: _____ Exp. Date: _____

Credit Card Type: Visa MC Amex

Billing Zip Code: _____

I authorize The UPS Store to charge my credit card/guest room for the package services described above upon the following business day:

Cardholder Signature: _____ **Date:** _____

Shipping Information

Exhibitors/Sponsors,

The UPS Store Business Center team will handle all outgoing shipments with existing shipping labels, which must be accompanied by this form. Please complete the reverse in its entirety and either bring to The UPS Store on the third floor for processing or call The UPS Store staff at 619-321-4201 for assistance picking up the materials.

All shipments have outbound handling fees applied per the list below, and The UPS Store will additionally need your contact information should questions about your shipments arise.

Please reference the following instructions for completing the form if necessary:

Pre-labeled UPS/FedEx/Other Courier Packages:

Please have labels completed for outgoing shipments and leave them with your packages. We'll be happy to tape up your materials and will ensure they're properly processed and passed off to the next available UPS, FedEx, or other courier driver. Only our Handling Charges, assessed per weight of each item as listed below, or other specified Business Center Services will be applied to the credit card, guest room or house account provided.

Package Handling Fees	
Inbound / Outbound Charges	
Carrier Envelope	\$3.00
Padded Pak	\$6.00
1-10 lbs	\$6.00
11-21 lbs	\$12.00
22-41 lbs	\$25.00
42-60 lbs	\$50.00
61-100 lbs	\$80.00
101 lbs and over	\$120.00
Pallet/Crate	\$300.00

Packages That Need to be Processed/Have Labels Generated for Shipping:

If you wish us to create a shipment for you, please see a The UPS Store Associate for a Shipping Authorization form or to have your shipment processed in person in the Business Center.

If you have any questions, please do not hesitate to visit our office on the 3rd floor or contact us by phone or email.

Phone: (619) 321-4201 Email: store6100@theupsstore.com

Additional content information from reverse (Please note, each box is insured individually. If shipping multiple packages, please indicate what declared value amount should be assigned to each individual package):
