

The UPS Store

Omni Shoreham Hotel
2500 Calvert Street NW
Washington, DC 20008

Phone: 202.756.5348 Fax: 202.756.5057
Store6389@theupsstore.com

Shipping and Handling Fee Form

Name: _____
Event: _____
Exhibitor/ Company: _____ Booth #: _____
Address: _____
Phone: _____
Email: _____

I am shipping out on our UPS/ FedEx Account:
Please ship our items on your UPS Account:

1. Please fill out this form in its entirety.
2. Please email or fax this form to The UPS Store.
3. This form takes care of the Handling fees assessed for your packages.

Inbound Charges		Outbound Charges	
_____ @ \$ 7.00 ea. = \$ _____	1-10lbs	_____ @ \$ 7.00 ea. = \$ _____	
_____ @ \$ 12.00 ea. = \$ _____	11-20lbs	_____ @ \$ 15.00 ea. = \$ _____	
_____ @ \$ 25.00 ea. = \$ _____	21-40lbs	_____ @ \$ 25.00 ea. = \$ _____	
_____ @ \$ 40.00 ea. = \$ _____	41-60lbs	_____ @ \$ 45.00 ea. = \$ _____	
_____ @ \$ 70.00 ea. = \$ _____	61-100lbs	_____ @ \$ 70.00 ea. = \$ _____	
_____ @ \$ 120.00 ea. = \$ _____	101-120lbs	_____ @ \$ 120.00 ea. = \$ _____	
_____ @ \$ 250.00 ea. = \$ _____	Pallet	_____ @ \$ 250.00 ea. = \$ _____	

Total: \$ _____

Please complete the section below and return to The UPS Store.

Please bill the credit card below for any charges:

- I understand that handling fees will apply for each item or pallet.
- I understand that the handling fees are in addition to the normal shipping charges if items are being shipped on The UPS Store account and/or my account.

I authorize The UPS Store to bill the credit card below for payment:

Card # _____ Exp: _____ Bill Zip Code _____

Signature: _____ Date: _____