

SEA CREST

BEACH HOTEL

Notification of Incoming Group Shipments

Please complete this form and send back no later than 1 week prior to the first expected shipment arrival. Send to:
 Mary Allen, Conference Planning Specialist
 Direct Line: (508) 356-2153 E-mail: MAllen3@delawarenorth.com Fax: (508) 548-0556
 Sea Crest Beach Hotel 350 Quaker Road North Falmouth MA 02556

Group Name: _____ **Event Dates:** _____

Your Name: _____ **Will you be staying at the hotel?** YES NO

Boxes will be shipped to hold for: _____

Description of what was shipped: _____

Total boxes shipped: _____

Shipping Company: USPS UPS FedEx DHL Other: _____

Date that boxes are expected to arrive: _____

PLEASE NOTE THAT THE SEA CREST BEACH HOTEL IS NOT RESPONSIBLE FOR ANY DAMAGED BOXES, UNDELIVERED BOXES OR SPLIT SHIPMENTS OF MULTIPLE BOXES AS THESE ARE THE RESPONSIBILITY OF THE

Calculate Charges:

I have...	0-5 Pound Boxes being shipped	x	\$5.00	=	
_____	6-20 Pound Boxes being shipped	x	\$10.00	=	
_____	21-50 Pound Boxes being shipped	x	\$15.00	=	
_____	50+ Pounds Boxes being shipped	x	\$25.00	=	
_____	Crates being shipped	x	\$50.00	=	
_____	Pallets being shipped	x	\$75.00	=	
TOTAL = \$					

Billing Information: * **Credit Card** - Call Conference Planner OR Submit Email Below for Secured Online Payment

(Circle selection)
 Email: _____
 *Please note, for your security, we DO NOT accept credit cards via e-mail

* **Check** - Mail in with Copy of Form

* **Group Master Account**

I have read and agree to follow all policies and procedures as outlined in this document and the Package Handling Information Sheet.

Signature

Date