

## Material Handling Rates & Payment Authorization Form

Materials received by The UPS Store on your behalf will be subject to package handling fees (see fee schedule below). Items received will be stored for up to 5 calendar days prior to the start of your event - additional storage fees accrue beginning the 6<sup>th</sup> calendar day; to ensure proper package sorting and storage upon receipt, please label all items with contact name & phone number, event name, and booth number. All applicable fees will be charged using the information provided on the Payment Authorization Form. **Please contact us directly for additional details prior to scheduling any freight deliveries in order to avoid possible delays or refusal upon attempted delivery.**

In addition to package management services, The UPS Store is equipped to offer *full printing services* for any collateral needed for your event (booklets, banners, signage, posters, promo items, etc.). Contact us for details!!

### Incoming Receiving Fees

Envelope	\$5
Pkg less than 10lbs	\$10
Pkg 11-20lbs	\$15
Pkg 21-40lbs	\$20
Pkg 41-60lbs	\$35
Pkg 61-100lbs	\$75
Pkg 101+ lbs	\$100
*Pallet/Crate	\$175-250

*(\*standard pallet/crate fee is tiered, based on quantity: 1 @ \$250 ea., 2-4 @ \$225 ea., 5 and more @ \$175 ea. larger pallets/crates add \$75. Fees apply to both incoming and outgoing freight).*

### Additional Storage Rates:

N/C
\$3/day
\$10/day
\$12/day
\$15/day
\$25/day
\$30/day
\$100/day

### Misc.Services & Fees:

Booth or Room Pkg. Delivery/Pickup <i>(per cartload)</i>	\$50
Booth or Room Freight Delivery/Pickup <i>(Standard 4x6 pallets and Crates under 1000lbs; non standard pallet or crate add'l \$100 ea. Floor protection charged at \$1/linear foot where needed)</i>	\$100
Drop off fee (pre-labeled, outbound packages):	
-UPS pkgs. (std./oversized)	\$10/30
-Fed Ex pkgs. (std./oversized)	\$30/75
Labor (per man hour)	\$150
<i>(i.e., palletizing, shrink-wrapping, unpacking pallets, etc.)</i>	

NOTE: All Material Handling, Labor, and Storage orders require a credit card on file for any additional handling charges or overages.

CREDIT CARD AUTHORIZATION										
Card Type:	AMEX	VISA	MC	DISC	Card#					
Name on Card:					Exp. Date		/		CCV:	
Billing Address:					Billing Zip:					
City:					State:					
Shipping Address: <small>(if different)</small>					Shipping Zip: <small>(if different)</small>					
Email:					Phone:					
Select Service Type:					Declared Value: \$					
<input type="checkbox"/> Ground		<input type="checkbox"/> 2 Day		<input type="checkbox"/> 3 Day		<input type="checkbox"/> Next Day Air				
Cardholder's Signature:					Date:					

The Above signatory authorizes the above credit card to be charged for any material handling fees or any additional balances due for any services provided during the event. A \$50 service charge will be applied should the credit card be declined.

**TERMS & CONDITIONS:** Material handling charges must be paid by credit card. All shipments are subject tot the above material handling fees. The UPS Store reserves the right to make adjustments to estimates made online (email) or faxed in. Final charges for material handling will be based upon ACTUAL weight.

**Mailing Address:** 125 N. 2nd Street, Ste #110 • Phoenix, AZ 85004  
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**Store Hours:** M-F 7am-6pm, Sat 8am-2pm