BEAVER RUN RESORT AND CONFERENCE CENTER

Shipping Form

Your packages will not be shipped without this completed form.
Packages must be secured with packaging tape
(masking tape or duct tape will not be accepted)
Beaver Run charges a standard handling fee of $10.00 per box

Date_____ Name of sender & conf. group_____
Phone Number of Sender _____
Number of packages _____ Value per box, if any $_____
Description of packages to be insured _____
_____
_____

Shipping Method

UPS & Federal Express will not deliver to Post Office Boxes

Federal Express

_____ Standard Overnight
_____ Priority Overnight
_____ 2 Day Service
_____ Express Saver
_____ Ground Service (3 to 10 days)
_____ Saturday delivery (extra charge)
_____ Saturday pick-up (extra charge)
_____ Signature Required for Delivery

UPS

_____ Standard Overnight
_____ Priority Overnight
_____ 2 Day Service
_____ 3 Day Service
_____ Ground Ser vice (3 to 10 days)
_____ Saturday delivery (extra charge)
_____ Saturday pick-up (extra charge)
_____ Signature Required for Delivery

Shipping Address

Name _____
Company _____
Street address (NO PO BOXES) _____
City, State, Zip Code _____
Recipient's phone number (_____)_____

Billing Information

_____ Bill to guest - Name _____ Room # _____
_____ Bill to guest's carrier account # _____
Company address, if different from above:_____
_____ Bill to group master account # _____
_____ Bill to credit card # _____ Exp. date _____
_____ Bill to BRR account # _____
_____ Signature _____ Date _____

Beaver Run Use Only

Shipped by _____ Date _____
Shipping charges (UP) $_____
Handling charges ($10.00/box)(UH)_____
Packaging materials (UM)_____
Other charges (UO or UA)_____
Total charges $_____

Taken to Shipping By: _____
Entered By: _____
Date Entered: _____

Please note, handling fees cannot be charged to a shipping account. We need a credit card number or room number.