



Parcel Management Services Guest Charge Slip

Guest Full Name:	Cell #:	Event Name:
Requested By (select one): ☐ In Person ☐ By Phone ☐ Email (retain) Hotel Personnel (name):		
Authorization to Charge to Guest Room Folio or Master Account		
The signee below authorizes all charges for services provided by FedEx Office to be applied to the Guest's Room Folio or Master Billing Account.		
Select One: ☐ Master Acct.#: ☐ Guest Room #:		
Signature:	Print Name:	Date:

☐ Package Delivery ☐ Package Pickup	Notes
Location:	
Date / Time:	

HPOS/OTP Posting Date:	Amount:	OTP Receipt #:	FXO TM:
------------------------	---------	----------------	---------

INBOUND	Qty	Package Weight	Guest Pickup In The Store	Delivered By Fedex Office	Subtotal	Concession	Line Total
		Envelopes up to 1 lb	50127 - \$4.00	40223 - \$7.00			
		0.1 - 1.0 lb	50127 - \$4.00	0263 - \$7.00			
		1.1 - 10.0 lb	1359 - \$10.00	0245 - \$15.00			
		10.1 - 20.0 lb	1360 - \$15.00	1381 - \$20.00			
		20.1 - 30.0 lb	1361 - \$25.00	1382 - \$30.00			
		30.1 - 40.0 lb	1315 - \$30.00	1389 - \$36.00			
		40.1 - 50.0 lb	1318 - \$35.00	1390 - \$42.00			
		50.1 - 60.0 lb	51083 - \$40.00	1393 - \$48.00			
		60.1 - 150.0 lb	51084 - \$55.00	1392 - \$66.00			
		Pallets & Crates	1370 - \$150.00 / 50370 - \$0.80 p/lb >187 lb				

OUTBOUND	Qty	Package Weight	Guest Drop Off In The Store	Pickup By Fedex Office	Subtotal	Concession	Line Total
		Envelopes up to 1 lb	51085 - \$4.00	40222 - \$7.00			
		0.1 - 1.0 lb	51085 - \$4.00	40003 - \$7.00			
		1.1 - 10.0 lb	1358 - \$10.00	50139 - \$15.00			
		10.1 - 20.0 lb	1355 - \$15.00	50149 - \$20.00			
		20.1 - 30.0 lb	1356 - \$25.00	50150 - \$30.00			
		30.1 - 40.0 lb	1357 - \$30.00	50151 - \$36.00			
		40.1 - 50.0 lb	40002 - \$35.00	50152 - \$42.00			
		50.1 - 60.0 lb	51086 - \$40.00	50141 - \$50.00			
		60.1 - 150.0 lb	51087 - \$55.00	50154 - \$66.00			
		Pallets & Crates	1369 - \$150.00 / 50370 - \$0.80 p/lb >187 lb				

OTHER SERVICES		0.1 - 10.0 lb	Storage Fee Day 6	1365 - \$5.00			
		10.1 - 30.0 lb	Storage Fee Day 6	1366 - \$10.00			
		30.1 - 60.0 lb	Storage Fee Day 6	0264 - \$15.00			
		Over 60.0 lb	Storage Fee Day 6	40220 - \$25.00			
		Pallets & Crates	Storage Fee Day 6	40221 - \$50.00			
		Oversize Items	Storage Fee Day 6	1367 - \$25.00			
		Labor Fee	Per 15 minutes	11020 - \$17.50			
		Other					
		Other					