



## PACKAGE SHIPPING & LABELING PROCEDURES

In order to help expedite the timely delivery and return of packages, all boxes must be labeled with name of the group's recipient (NOT the Hotel Sales or Service Manager), group name and the date of the program. A sample label is shown below. Please call or contact the Meeting & Event Manager, and provide the number of packages you are shipping, the method of shipping and expected delivery date to the Hotel. All packages will be held in the hotel package room until they are delivered to the designated room. In order to retrieve your packages, please contact the Bell Desk, Security, Executive Meeting Specialist or a Banquet Captain. Packages can be retrieved 24 hours each day.

### SAMPLE SHIPPING LABEL

NAME OF GUEST RECIPIENT  
c/o SHERATON GRAND SEATTLE  
1400 SIXTH AVENUE  
SEATTLE, WA 98101

GROUP NAME  
ARRIVAL DATE  
PACKAGE #\_\_\_ of \_\_\_

## HANDLING FEES

The Sheraton Grand Seattle Hotel assesses handling fees as noted below. For your convenience, charges will be posted to the guest room. Charges will appear on your final room bill as Business Center. The hotel cannot store packages for more than three (3) days prior to or three (3) days after a program. A \$30.00 per item, per day charge will be added if storage exceeds this time-frame.

### Inbound Packages

0 to 5 pounds	\$ 12.00 each
6 to 20 pounds	\$ 20.00 each
21 to 50 pounds	\$ 25.00 each
Over 50 pounds	\$ 70.00 each
Crates	\$ 100.00 each
Pallets	\$ 175.00 each
Storage fee (after 3 days)	\$ 30.00 each

*Note: Current pricing, subject to change without notice.*

*\*Guests may use their own account or use Hotel's service at an additional cost*



### **OUTBOUND PACKAGES (VIA HOTEL)**

***\*\*Applies to all shipping companies with the exception of FedEx\*\****

Outbound Packages\* \$5.00 each

\*Guests may use their own account or use Hotel's service at an additional cost.

### **FEDEX OFFICE @ THE SHERATON GRAND SEATTLE HOTEL**

The FedEx Office is located on our Second Floor on the West side of the Willow Room. A FedEx Office Associate would be pleased to assist you with your needs during the hours of operation listed below. 24-hour access is available to our self-help area with your guest room key.

### **FEDEX OFFICE HOURS:**

Monday - Friday: 7:00 am – 6:00 pm

Saturday: 9:00 am – 5:00 pm

Sunday: 12:00 pm – 5:00 pm

### ***\*\*HANDLING FEES\*\****

Fees are assessed by weight on all shipments from this location. Handling fees are in addition to the cost of shipping and are charged on a per package basis. The fees can be charged to your FedEx account number, credit card, cash or check. All weights are rounded up to the next whole pound.

### **OUTBOUND PACKAGES (VIA FEDEX OFFICE)**

0.1 to 1 pound Free \$2.00 each

1.1 to 10 pounds \$10.00 each

10.1 to 20 pounds \$15.00 each

20.1 to 30 pounds \$20.00 each

30.1 to 50 pounds \$25.00 each

51 pounds and over \$35.00 each

*Note: Current pricing, subject to change without notice.*