


PENFIELD'S Office



Pack & Ship • Copy & Print

Welcome to the Westin Boston Waterfront!

Penfield's handles all shipping and receiving for the hotel. With completion of this form, we will be able to deliver your packages when you arrive. If you have any questions you can call us at 617-532-4635 or ext. 4635 on any house phone.

PLEASE RETURN THIS FORM TO penfields10@penfields.com OR FAX TO 617-532-4630.

Penfield's Hours of Operation	
Monday-Friday	6:00am - 8:00pm
Saturday	8:00am - 6:00pm
Sunday	10:00am - 6:00pm

Shipping Label Requirements
Westin Boston Waterfront Hotel Attn: Guest / Recipient Name Event Name / Booth Number (if applicable) 425 Summer Street Boston, MA 02210

All incoming packages will be received and stored in our secured areas.

Packages are subject to handling charges and are delivered upon request.

Incoming & Outgoing Handling Fees			
Letters	0-1 lb	No Charge	
	1-5 lbs	8.95	
	6-20 lbs	16.95	
Packages	21-40 lbs	29.95	
	41-50 lbs	39.95	
	50+ lbs	59.95	
Crates	Up to 99 lbs	59.95	
	100+ lbs	149.95	
Pallets	Up to 299 lbs	149.95	
	300-599 lbs	299.95	
	600-899 lbs	449.95	
	900+ lbs	599.95	

Payment Method	
Credit Card #	Exp. Date
Print Name	
Address	
Phone Number	
Company Name	
Event Name	
Event Date	Booth #

Note that no charges will incur until confirmation of package delivery to recipient.

Arriving Packages	
How many are you shipping to us?	
# Letters	
# Packages	
# Crates	
# Pallets	
Shipping Date	
and/or Arrival Date	

By signing below I am authorizing Penfield's Office to charge my credit card listed above for all handling fees for this conference.

Incoming Handling Fees

X

Outgoing Handling Fees

X
