



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.

Penfield's Hours of Operation	
Monday-Friday	7:00am-9:00pm
Saturday	8:00am-6:00pm
Sunday	10:00am-6:00pm

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

Letter	0-1lb	No Charge
Package	1-5lbs	\$8.95
Package	6-20lbs	\$16.95
Package	21-40lbs	\$29.95
Package	41-50lbs	\$39.95
Package	50+lbs	\$59.95
Crate	All Weights	\$59.95
Pallet	All Weights	\$149.95

Shipping Label Requirements

Westin Boston Waterfront Hotel
 ATTN: Guest/Recipients name/CSM Name
 Event name/Booth Number (if applicable)
 425 Summer St.
 Boston, MA 02210

Payment Method	
Credit Card #:	Exp. Date:
Print Name:	
Address:	
Phone Number:	
Company Name & Number:	
Booth (if Applicable):	
Signature:	
Note that no charges will incur until confirmation of package delivery to recipient.	

Arriving Packages	
How many are you shipping?	
# Letters	
# Packages	
# Crates	
# Pallets	

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

Incoming Handling Fees	Outgoing Handling Fees
X	X