



Shipping & Receiving Customer Form

Date _____

Customer Full Name _____

Envelopes (regular) -----	Complimentary
Regular-sized Boxes (1, 2, or 3) -----	Complimentary
Regular-sized Boxes (4+...) -----	\$5.00 each
Large/Oversized Boxes (greater than 20lbs) -----	\$10.00 each
Pallet(s) -----	\$100.00 each
Crate(s) -----	\$150.00 each
Storage Fee (if shipment arrives 4+ days prior to event date) -----	\$25.00/day

Total # of Regular Boxes _____

Total # of Large/Oversized Boxes _____

Total # of Pallet(s) _____

Total # of Crate(s) _____

Storage Fees (if applicable) \$ _____

Total Cost \$ _____

Customer Signature _____

LP Officer/Front Desk Agent Name _____