



HCO Parcel Management Credit Card Authorization Shipment Form

Instructions

It is essential that we protect the security of our customer's credit card data and personal information. This includes the processing, handling and storing of a customer's credit card, credit card data and/or receipt. The use of the Credit Card Authorization Form (CCAF) is restricted to Parcel Management locations only and the transaction must be completed (tendered in OTP/FPOS) immediately after the pickup or delivery has occurred and the credit card information must be disposed of in the Iron Mountain shredding bin. Under no circumstances should credit card data be temporarily or permanently retained within the Business Center and FedEx Office cannot accept credit card data via email or fax transmittal.

Sender's Information:

| | |
|---------------------------------|---------------|
| Ship to this Address: Yes or No | |
| Name: | |
| Address: | |
| City: | State: |
| Zip Code: | Phone Number: |
| Email Address: | |

Recipient's Information:

| | |
|-------------------------------|---------------|
| Name: | |
| Address: | |
| City: | State: |
| Zip Code: | Phone Number: |
| Email Address: | |
| Signature Required: Yes or No | |

Delivery Options:

| | | |
|---|--|--|
| Overnight (Next Business Day): First Priority Overnight | 2 Day: AM PM Express Saver (3 Bus. Day) | Ground/Home Delivery Declared Value: |
|---|--|--|

----- DETACH AND SHRED IMMEDIATELY AFTER THE TRANSACTION IS TENDERED -----

| | |
|--------------------------------------|---|
| FedEx Account # | Fedex Office Account # |
| Name on Credit Card/ Account Holder: | Credit Card Type : Visa Master Card AMEX Discover |
| | Expiration Date Security Code Billing Zip Code: |
| Credit Card Number : | Account Holder Signature : |

Hello Exhibitors,

We hope that your conference was a HUGE success! Now it is that time to start packing your items and shipping them out. We know a lot of you have flights to catch, or would rather be at the Spa instead of having to pack up all of your items. To give you that opportunity and to make the load-out easier, we are providing you with the payment information to have filled out in advance!

You can drop your package(s) off to us, or we can pick the items up from your booth to avoid the long lines.

If you are leaving your packages at your booth, please do the following steps:

Please clearly label your packages with the company's name and how many pieces are going to the address you provided.

1. If you are using a FedEx Account/Credit Card

- a. **If they are all going to the same address**, you will only need to fill out the **1** form versus multiple.
- b. **If you are sending items to multiple addresses**, you will need to fill out **1** form per additional address.

We are unable to create a label for your shipment, unless we have all the contents and the package in our possession to process the shipment

We are unable to charge any shipments to your room

2. If you have Pre-paid labels/Freight

- a. Please provide your payment information (FedEx Acct. or CC#), email address, name, and phone number to charge the handling fees too.
- b. **If you are needing to print your prepaid labels**
 1. Please email them to usa5592@fedex.com and we are able to print them for you.

If you are a guest at the hotel

- c. Please speak with a FedEx Office team member about charging the handling fees to your room.

***If you are dropping your packages off at FedEx Office, please follow the same steps as if you were leaving them at your booth.**

***During your load-out, it is difficult to process shipments due to the volume of packages. Upon completion of the load-out, we will begin to process those shipments and email receipts and tracking information. ***

***We are able to receive packages for outbound via UPS and other 3rd party couriers and Freight companies as long as a Pre-Metered is provided. Handling fees still apply. ***

If you are needing your item(s) packed or your box is in poor condition, we are able to pack the items for you. If all items are going to the same address and we are able to consolidate the items into a larger box for you, this will help cut down on the shipment cost and the amount of tracking numbers. This will also help save on the cost of the outbound handling fees.

If you have any other questions, please reach out to FedEx Office at 480-502-7505 or email us @ usa5592@fedex.com.