

# SHIPPING INSTRUCTIONS

## BOXES & PACKAGES FOR FUNCTIONS

In order to successfully process your incoming and outgoing boxes, please find attached the Club procedures :

### INCOMING BOXES :

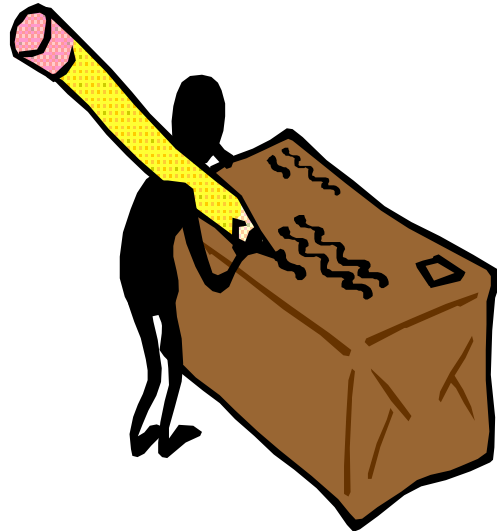
#### BOX STORAGE and HANDLING :

- We recommend delivery within 48 hours prior to the event.
- We recommend that all packages/boxes have the **GROUP NAME/DATE OF FUNCTION AND CONTACT NAME** clearly printed on each box
- All packages/boxes must be addressed to:  
Marines' Memorial Club & Hotel  
Sales Department  
609 Sutter Street  
San Francisco, CA 94102
- Each package/box must be numbered in sequence (i.e. 1 of 5, 2 of 5, etc.)

### OUTGOING BOXES :

Client is responsible for the following:

- Re-Pack, Tape, and Label their outgoing boxes
- Arrange UPS or FED-EX pickup
- Notify the Banquet Manager of the arranged date of pick-up and number of boxes to be transferred to MMC for handling and temporary storage.



#### All incoming and outgoing Boxes and

Packages will be assessed the following fees:

**BOX STORAGE : \$5.00 PER DAY**

**BOX HANDLING : \$ 10.00 PER BOX**

**\*\*\*Same day arrivals will only be charged a box handling fee \*\*\***