



Hotel Package Return Agreement

Items will be shipped by:
Yreka Mailbox & Package Service
1299 S Main Street, Yreka, CA 96097
Ph: (530)842-1350 Fax: (530)842-1429
yrekamailbox@yahoo.com www.yrekamailbox.com

Guest Name: _____ Phone: _____

Credit Card #: _____

Expire Date: _____ CRV Code: _____

Billing Address: _____

Billing City: _____ State: _____ Zip: _____

If Different From Billing Address:

Ship To Name: _____

Ship To Address: _____

Ship To City: _____ State: _____ Zip: _____

REQUESTED DELIVERY SERVICE: (NOTE: We cannot ship Flat Rate)

USPS Least Expensive: NO insurance, NO tracking - SLOWEST

USPS Priority Mail: includes \$50 insurance, tracking

FedEx or UPS Ground: includes \$100 insurance, tracking

FedEx or UPS Next Day Priority Overnight: includes \$100 insurance, tracking - FASTEST

DECLARED VALUE: _____ (total amount insurance coverage if additional requested)

ITEM DESCRIPTION: (laptop, pillow, etc.): _____

SPECIAL INSTRUCTIONS:

Do Not Ship if total charge is greater than \$_____. Item will be considered abandoned.

Call guest for approval if total charge greater than \$_____.

Other Instructions:

- Items will be packaged, boxed and shipped per above instructions. Packing to insurance standards, box, and shipping charges will be charged to the guest's credit card noted above.
- Total charges vary depending on size, weight, fragility, and destination of the item. Yreka Mailbox is not responsible for loss or damage to any items brought to us by hotel staff.
- Yreka Mailbox typically does not contact customer prior to shipping or charging credit card unless requested.

I have read and understand the terms of this Agreement.

Guest Signature: _____ Date: _____

Hotel Name: _____

Dropped-Off By: _____ **Date:** _____

(Printed name of Hotel Employee delivering the item)