

Convenient mailbox, document and pack-and-ship services. Get that and more at The UPS Store®.

Mailbox Services

- A street address, not a P.O. Box number
- 24-hour access*
- Package acceptance from all shipping carriers
- Package receipt notification
- Mail holding and forwarding†
- Call-in MailCheck®

Digital Printing & Document Services

- Full-service and turnkey solutions
- Color and black & white printing and copying
- Professional finishing
 - Collating, binding, laminating and folding
- Custom printing
 - Flyers, newsletters, brochures, menus
 - Postcards, business cards, stationery and more
- Faxing
 - Sending and receiving

Packing & Shipping

- UPS® air products and UPS Ground
- Full-service guaranteed packing*
- International shipping
- Freight shipments
- Postal services including postage stamps

Moving Supplies & Packaging Materials

- Boxes
- Cushioning
- Tape
- Moving kits*

Additional Products & Services

- Notary Services
- Office Supplies
- Greeting Cards
- Passport Photos*
- Computer services*
- Money orders/transfers*†

*Available at participating locations.
†Additional fees may apply.

The UPS Store®

Business Center
Roosevelt Hotel
130 Roosevelt Way
New Orleans, LA

504-335-3114 Tel
504-335-3109 Fax

Store6122@theupsstore.com

Monday – Friday 9:00am-5pm
Saturday-Sunday 9:00am-1:00pm

*Flexible Hours for Conventions and Peak
Periods

**We can handle all of your
Event Business Center needs
at the
Roosevelt Hotel!**

IMPORTANT

Shipping Instructions:

The UPS Store/Roosevelt
Guest Name and Arrival Date
Name of Event (if applicable)
123 Baronne Street
New Orleans, LA 70112

****Unclaimed parcels will be returned to sender 30
days after they are received and processed by
The UPS Store**

The UPS Store centers are independently owned and operated by licensed franchisees of Mail Boxes Etc., Inc., an indirect subsidiary of United Parcel Service of America, Inc., a Delaware corporation. Services and hours of operation may vary by location.
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Services & Pricing Guide



The UPS Store®



Shipping Handling Fees*

Small Packages

Letters/Packs	5.00
1-20 lbs	10.00

Medium Packages

21-50 lbs	15.00
51-75 lbs	20.00

Large Packages

76-100 lbs	35.00
101-150 lbs	50.00

Freight

Wooden Crates & 150lbs +	75.00
Pallets less than 200 lbs	150.00
EXTRA LARGE - QUOTE	200.00+

*Includes labeling, taping, getting to the dock and logging tracking numbers.

Receiving Handling/Storage Fees*

Storage Fees included for up to 3 bus. days

Small Packages

Letters/Packs	5.00
1-10 lbs	10.00
11-20 lbs	15.00

Medium Packages

21-50 Lbs	20.00
51-75 lbs	30.00

Large Packages

76-100 lbs	50.00
101-150 lbs	65.00

Freight

Wooden Crates & 150lbs +	75.00
Pallets (must be shrink wrapped) less than 200 lbs	150.00
EXTRA LARGE - QUOTE	200.00+

*Includes Receiving, securing and storage for up to 3 business day prior to arrival.

Event Preparation

Presentation Handouts

Name Badges	1.50	Call for Quote
Tent Cards	2.00 B/W	3.00 color
Business Cards		Call for Quote
Banners		Call for Quote
Signs		Call for Quote

Black & White Printing & Copying

20 lb bond white paper 8.5" X 11"

1-500	.25
501-1000	.20
1000+	.15

Full Color Printing & Copying

28 lb bond white paper 8.5"x11"

1-50	.99
51-100	.89
100+	.79

Document Finishing Services

Coil Binding under 1/2"	3.50
Coil Binding over 1/2 "	4.50
Stapling (Set)	.02
Hole Punch (Sheet)	.03
Folding (Sheet)	.25
Cutting (Sheet)	.15
Laminating	2.49
Hand Collation	40/hr
Custom Presentation	40/hr

Fax Services

Incoming Faxes	2.00
Outgoing Fax	
Domestic 1st Page	3.00
Domestic add'l Pages	1.00
International 1st page	9.95
International add'l pg	3.50

24hr Computer Rental (Min \$5.95)

.59 each minute
.50 each black & white print
1.50 each color print

Meeting Planner Tool Kit (14.99 3-Day Rental)

DEPOSIT 50.00

Includes:	Stapler
	Staple Remover
	Tape Dispenser
	Scissors
	Letter Opener
	Ruler
	Tape Measure
	Calculator
	Box Cutter

Office Supplies Included for Purchase:

Post it notes, yellow pads, pens, pencils, highlighters, sharpie, white out, paper clips, binder clips, spiral notebooks, Flash drive, index cards

Shipping Services

UPS Next Day Air
UPS 2nd Day Air
UPS 3 Day Select
UPS Ground
International
Air and Motor Freight

Packaging Services

Professionally Trained Staff
Highest packing standards
Any Size, value, shape or weight

Packaging Supplies

Boxes
Tape
Bubble Wrap & Peanuts
Sharpies

Credit Card Authorization



Vendor #

Instructions

Read and complete this form to authorize automatic payment of your service agreement. Once the Center accepts your completed form, you give us permission to debit the account for the amount indicated on or after the indicated date.

Credit Card Holder Information

Holder Name as it Appears on Credit Card:

Business Name:

Daytime /Business Telephone:

Evening Telephone:

Credit Card Number:

Expiration Date:

CVV:

Credit Card Type (Circle one)				
Visa/MasterCard	American Express	Discover	JCB	Diners Club

Billing Address:

E-mail Address:

Mobile Telephone: () -

Signatures

Note: Please list on site Company/Contact for this credit card authorization.