



## Hotel 140 Shipping Instructions

### Incoming Shipping Instructions:

Please utilize one of the shipping methods below to eliminate any potential package routing delays and to ensure proper delivery of your package. Signature of package recipient is required at the time of the package pick up. All packages are stored in a secure area via the Front Desk. Incoming package receiving fees will be assessed to all packages by Hotel 140. Fees are in addition to shipping charges and will be applied to the guest folio.

For the guest name field below, please use only the guest name on the reservation and who will be able to sign for the package. Packages received with incorrect information will be refused and returned to sender.

Packages may be picked up at the Front Desk and signed for. Packages will be held for 7 days. After the 7 days, if they are unclaimed they will be returned to sender.

Please address all packages with information below:

**Shipments for Individual Guests:**

Hotel 140  
***(Guest Name)(Guest Cell Phone/Email)***  
 140 Clarendon Street  
 Boston, MA 02116

**Shipments for Meetings:**

Hotel 140  
***(Event Name)(Event Date)***  
***(Guest Name)(Guest Cell Phone/Email)***  
 140 Clarendon Street  
 Boston, MA 02116

### Outgoing Shipping Instructions:

Hotel 140 will charge a \$20 handling fee for all outgoing/forwarding packages. Shipping charges per carrier will also apply. Guest is responsible for all charges. To expedite the process of the shipment, please affix a completed carrier air bill to each package. Limited FedEx shipping supplies are available at the front desk.

### Handling Fees:

Weight	Incoming	Outgoing
1-5 lbs	\$20 p/package	Same as Incoming rates
6-20 lbs	\$25 p/ package	
21-40 lbs	\$30 p/package	
41-80 lbs	\$50 p/package	
81 lbs and over	NOT ACCEPTED	