

Hands Free Ship-It-Home Service

We store it...We pack it...We ship it...all for only \$29.95*

- No more lugging literature, session handouts, bookstore purchases & giveaways to the airport
 - Simply drop off items throughout your meeting – **(Mark them with your name)**
 - We'll secure them for you and send them home

***Base price includes shipping up to 10 lbs. within the contiguous U.S.**

***Additional charges:** \$1.00 per pound over 10 lbs., shipping outside the contiguous U.S., faster shipping service, multiple boxes, additional packing, items over 20" long, and/or for odd shaped items or if items will not fit in our storage tubs. We will not knowingly accept or be responsible for liquid, fragile, hazardous or perishable items. Not responsible for unidentified items. You agree to additional credit card charges for any of the above. Credit card authorization required for boxes put on "hold".

1. Provide information below and pay with your credit card. Tell us if "ready" to ship or to "hold".
2. Each time you drop off items, tell us whether your items are ready to ship or to keep holding your box.
3. That's it! We'll store your items, pack them up and ship them at the end of the conference to the address you provide below.

Price includes shipping UPS Ground at the end of the conference or sooner, if possible.

Hands Free Service Agreement - Please print clearly!! We will ship to this address.

Name** _____ Company _____
(only if shipping to your office)

(No P.O. Boxes)

Address) _____ Suite or Apt. _____

City _____ State _____ Zip or Postal _____ Country _____

Telephone _____ For tracking only- Email (optional) _____

Should it be necessary, I agree to a delayed charge on my credit card for additional shipping charges (i.e. outlined above or for attempted delivery, returned undeliverable, reshipment, unable to read form, oversized, incorrect account number, refused charges, charge back fees, or any other unforeseen shipping charges). I further agree to the Terms and Conditions on the reverse side of this Agreement.

Signed _____ **Date** _____

Additional charges for these special services (please circle): Next Day Second Day 3 Day Alaska Hawaii International

Declared Value Coverage \$ _____ Charge shipping to your UPS/FedEx Acct. No. _____ (Price is \$16.95 + your shipping chgs.)

If shipping to someone else, print your name/address/tel. below:



_____ Hold 29.95

My Office Business Center

700 14th Street

Denver, CO 80202

Tel. 720.904.2300

Fax 720.904.0796

Special Instructions:

_____ Ready + _____

Transaction Numbers _____

White: Shipping Yellow: Hold/pack Pink: Cashier

Terms and Conditions

1. B & E Business Center, Inc., d/b/a My Office Business Center, (“we” or “us”) is not a shipper. Rather, it acts solely on behalf of customer (“you”) to facilitate delivery/shipping of customer owned items. Unless designated by you on the other side of this form, we shall designate the carrier. Parcels or other items accepted from you are subject to refusal for shipment by the Carrier.
2. We do not knowingly accept hazardous material, firearms, illegal items, alcoholic beverages, any other liquids or articles of unusual value, for shipment.
3. Subject to the terms and conditions herein, we will receive and forward your parcel for you. **Your true name and address appear above. We assume no liability for the delivery of the parcels accepted for shipment nor for loss or damage by any cause to the parcels or their contents while in transit. In the event of loss or damage to any parcels, we will assist you in filing and processing claims only. You expressly agree that we have no liability if any claim is denied or paid only in part by the carrier or any other declared value provider. Parcels packaged by you not meeting Carrier’s packing standards are not covered for damage during shipment. You acknowledge that packaging standards for Shock, Vibration, & Compression have been explained by us. We assume no responsibility or liability for damages to a parcel packaged by you; any such parcels that have been packed by you may be covered only for loss, not damage.
4. You expressly acknowledge that the value of each of the parcels do not exceed the stated amount declared by you and understand that declared value coverage shall be available only if you have paid the appropriate declared value fees. If such declared value coverage is purchased, you agree to the terms and conditions below. If no amount is specified in the Declared Value Coverage Section on the other side, you acknowledge that the value of the parcel shall not exceed \$100. No payment will be made for any claim for missing items which were giveaways, papers, one-of-a-kind items or for which a paid invoice or receipt is not provided.
5. We do not ship parcels COD. If recipient’s check is accepted for COD’s by the Carrier, it will be at your risk unless “Cash Only” is specified on the COD tag. You acknowledge that you have read and understand the instructions on the COD tag.
6. We are not liable for the Carrier’s failure to make timely delivery on delivery date specified. Any statement by us as to the probable date of delivery by the Carrier is a statement of opinion and estimate only, and is not warranted in any manner. We are not liable for any consequential, incidental, or punitive damages, nor any loss or damage resulting from delays in shipping or delivery.
7. This Agreement constitutes the full and complete agreement between you and us, and supersedes all prior/subsequent representations, either written or oral. If declared value is purchased, such coverage is governed by the applicable declared value terms and conditions.

Declared Value Terms and Conditions

You may purchase declared value coverage through the carrier designated on this Agreement or from an independent company, if available. The declared value terms and conditions for the various carriers can be found in the carriers’ service guides. The declared value terms and conditions for the various carriers and any applicable independent company selected by you are available for review at this office. Upon request you may receive a photocopy of such terms and conditions. Please note that we may surcharge the cost of this product as an administrative expense for services such as processing of potential claims and other related services.

Limitations on Liability

The limit of liability for loss or damage to your package is limited to your actual damages or \$100; whichever is less, unless you apply for and declare a higher authorized value. No payment will be made for any claim for missing items which were giveaways papers, one-of-a-kind items or for which a paid invoice or receipt is not provided. The maximum recovery on any loss that you may receive is set forth in the applicable declared value terms and conditions. Recovery may be limited to the lesser of value declared, repair cost, replacement cost, or fair market value. Declared value coverage is usually not available for items of sentimental value or items such as artwork, jewelry, statuary, precious metals, furs, negotiable instruments, and certain other such as very fragile items. Consult the applicable declared value terms and conditions for further information. Each declared value provider designates monetary limits of coverage.

Filing a Claim

If parcels arrive damaged, the recipient must save all packaging materials/cartons and must arrange for inspection of the damaged parcels with the carrier’s or independent company’s local agent. Notice of claim for missing, lost or damaged parcels should be made directly to My Office Business Center at the address on the other side of this Agreement. Claims not made in writing within ten (10) days are hereby waived. We will forward the carrier’s claim form to you, if provided to us by the carrier. You must make all claims in writing. Within 90 days after filing a claim, you must send the declared value provider all relevant information requested. No payment will be made for any claim for missing items which were giveaways papers, one-of-a-kind items or for which a paid invoice or receipt is not provided. If the recipient accepts the package without noting any damage on the delivery record, any and all claims are waived.