



Paris | Horseshoe Package Shipping Instructions

UPON YOUR DEPARTURE

FedEx Office offers pack and ship services and packaging supplies, such as boxes, tape, etc., which are also available for purchase at the FedEx Office Business Center. All outbound packages must have a completed carrier airbill affixed to each package. FedEx Office Business Center can create FedEx shipping labels for packages that are not pre-metered. FedEx Express shipping boxes and airbill forms are available and are complimentary. Outbound packages to be picked up by a third party courier should be coordinated directly with those vendors and communication should be sent to FedEx Office, indicating when those items will be picked up. FedEx Office will not make arrangements for third party courier transportation and/or pickup. Outbound handling fees will be applied to all packages, regardless of carrier, in addition to shipping/transportation fees.

PACKAGE HANDLING FEES

PACKAGE WEIGHT	PACKAGE FEE
Envelopes up to 1 lb.	\$7.00
0.0 - 1.0 lb.	\$7.00
1.1 - 10.0 lbs.	\$10.00
10.1 - 20.0 lbs.	\$15.00
20.1 - 30.0 lbs.	\$25.00
30.1 - 40.0 lbs.	\$30.00
40.1 - 50.0 lbs.	\$35.00
50.1 - 75.0 lbs.	\$55.00
75.1 - 100.0 lbs.	\$65.00
100.1 - 150.0 lbs.	\$90.00

Package weights will be rounded up to the nearest pound.

Operating Hours & Contact Info

Mon - Fri: 8:00am - 5:00pm

Sat & Sun: 9:00am - 3:00pm

Phone: 725-238-7140

Email: usa2945@fedex.com

Fedex.com/us/office/Hotels-Conventions/

Additional Services

Items that require extra handling, such as collecting and disposing of packaging materials will be assessed an additional fee of \$70.00 per hour with a minimum of \$35.00 for 30 minutes. This fee will be assessed for each FedEx Office team member dedicated to perform these additional services. Please note that FedEx Office team members cannot lend out any moving equipment, which includes pallet jacks, dollies and flatbed carts.

TERMS AND CONDITIONS

Outbound charges are payable at the time of shipment. Photo ID or a FedEx shipping account is required for the creation of new shipments. Shipper must comply with all applicable local, state and federal laws including those governing packing, marking, labeling and shipping. Obtain fire, casualty and all other insurance on package contents prior to shipping. Neither the property nor FedEx Office provide such insurance. Neither the Property nor FedEx Office, nor the employees, agents or contractors of either firm will be liable for any damages, whether direct or indirect damages, relating to or arising out of any loss or damage to any package or its contents, unless a package is lost after receipt on the Property, in which case such liability shall be limited to the lesser of \$100 or the liability of the carrier indicated above.