

PENFIELD'S

Welcome to Penfield's Business Center

Hotel Shipping Address:

Sheraton Dallas Hotel
Receiving Dock
400 North Olive St
Dallas Texas 75201

Contact information:

Manager Brian Bigham
Tel: 214-303-4141 Fax: 214-969-7650
Web site: www.penfields.com
e-mail: bbigham@penfields.com

Penfield's Hours of Operation

Mon. – Fri. 7 a.m. to 9 p.m.
Sat. 8 a.m. to 6 p.m.
Sun. 8 a.m. to 6 p.m.

**INCOMING PACKAGES WILL BE RECEIVED AND STORED IN OUR SECURITY AREA
ON THE LOADING DOCK.**

**ALL PACKAGES ARE SUBJECT TO A SECURITY AND HANDLING CHARGE AND
WILL BE DELIVERED UPON REQUEST.**

DRAYAGE FEES In/Out

Letter	up to 1 lbs.	No Charge
Package	1-5 lbs.	\$ 8.95
Package	6-20 lbs.	\$ 16.95
Package	21-40 lbs.	\$ 29.95
Package	41-50 lbs.	\$ 39.95
Package	50+ lbs.	\$ 59.59
Display Case		\$ 39.95
Crate		\$ 59.95
Pallet		\$ 149.95
Storage	after 10 days	\$5.00 per box

Other Services Offered

B & W Copy	\$0.25/Page
Color Copy	\$3.00/Page
Internet Usage	\$6.00/15 Minutes
B&W Printer Usage	\$1.50/Page
Color Printer Usage	\$3.00/Page
Fax:	
Send	\$3.00/First Page
Receive	\$2.00/2+ pages
	\$1.00/Page

LABELING INSTRUCTIONS

Account Number:

Recipient:

Address:

City, State, Zip:

Phone and/or Email:

PLEASE CONTACT PENFIELD'S UPON ARRIVAL TO ARRANGE FOR PACKAGE PICK-UP / DELIVERY AT EXT. (214) 303 - 4141