

# Package Depot Package Handling and Logistics Form / Invoice



Complete and send to: [packagedepot@gmail.com](mailto:packagedepot@gmail.com) or fax to 434-984-2122

UVa Career Event Attending: \_\_\_\_\_ Date of Event: \_\_\_\_\_

YOUR Company / Entity : \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ Tel: \_\_\_\_\_

Email (clearly please, we need this to send a receipt): \_\_\_\_\_

Fax: \_\_\_\_\_

Address: \_\_\_\_\_

# of Parcels Sending: \_\_\_\_\_ (*estimate OK*) x \$35 each\* = \$ \_\_\_\_\_ Charge

Credit Card # \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Credit Card Billing Zip Code: \_\_\_\_\_

Approval Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

\* Packages in excess weight (>50lb.) may incur additional handling fee.

\* In order to expedite handling & delivery to the event, we request that all payment arrangements be complete prior to the event date.

## AFTER THE EVENT RETURN / FORWARD SHIPPING

Select Shipping Return Method: Next Day \_\_\_\_\_ 2 Day \_\_\_\_\_ Ground/Economy \_\_\_\_\_

Return Address for Parcels: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Ship Materials / Packages to:

Package Depot – Event Name  
(Company / Participant Name)  
2123 Ivy Rd, Suite B  
Charlottesville, VA 22903

Items may be shipped to Package Depot at your convenience. They will be delivered to **YOUR TABLE** prior to the show. We MUST have this form prior to receiving packages in order to process your items for delivery to the event.