

# PICK UP FORM



Hotel:

Room Number:

Check-in:  
Check-out:

Guest Name:

Phone #:

Email:

## SHIPPING

Shipping to Name:

Shipping Address:

City:

State:

Zip code:

Country:

## SERVICE DETAILS

Description of Items:

Value \$:

Value \$:

Value \$:

Do you need insurance?

How Much Insurance:

## CREDIT CARD AUTHORIZATION

### CREDIT CARD INFORMATION

Card Type:  MasterCard  VISA  Discover  AMEX  
 Other

Cardholder Name (as shown on card):

Card Number:

CVV (security code):

Expiration Date (mm/yy):

Cardholder ZIP Code (from credit card billing address): \_\_\_\_\_

I authorize WORLD MAIL CENTER to charge my credit card above for agreed upon services. I also understand that WORLD MAIL CENTER is not responsible for the damage or delivery of any package shipped with third parties (USPS, UPS, DHL or FEDEX), due to weather conditions, loss provided by the courier or any other reason. All sales are final.

Customer Signature (hand signed):

Date:

# CONTRACT



I authorize WORLD MAIL CENTER to charge my credit card for agreed upon services. I also understand that WORLD MAIL CENTER is not responsible for the damage or delivery of any package shipped with third parties (USPS, UPS, DHL or FEDEX) due to weather conditions, loss provided by the courier or any other reason such as wrong address. Customer is responsible for making sure that the address is correct. All sales are final.

I assure that all the items that I forgot at the hotel and that are being sent back to me are not perishable, potentially hazardous, fragile, liquid, perfume or illegal. I assume full responsibility upon the items being shipped. I understand that the sender (World Mail Center) is not legally responsible whatsoever for the items that I shipped.

In case I opted for the insurance, I agree to sage damaged items in their original packaging in order to open claim with the third party courier – this will only apply to FEDEX and DHL. World Mail Center does not provide any kind of insurance to packages shipped by the post office. If I did not opt for the insurance, I understand that I will not receive any financial compensation and/or refund for any problems I might have with my package.

I understand that in case I have any special instructions (such as specific kind of packing, preference between box or envelope) I shall inform World Mail Center through the designated area in this contract.

**SPECIAL INSTRUCTIONS:** \_\_\_\_\_  
\_\_\_\_\_

No packages will be sent without a copy of a picture ID containing a signature, along with this contract and the pickup form.

I agree to the above,

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, 2019.  
(CITY) (STATE) (MONTH) (DAY)

\_\_\_\_\_  
(Printed Name) (Signature)