



Room Drop Information Form

\$6.00 - Inside Room for One Item
 \$4.00 - Outside Room or Under Door for One Item
 \$1.00 - Each Additional Item

Pricing is for items given ready for delivery – extensive collection time, numbering, unpacking, prep work , etc. will increase pricing

- Miscellaneous Notes:**
- Room drop pricing to be confirmed with Bell Captain prior to delivery
 - Room drop not scheduled one week prior to drop date will incur a 15% surcharge for late request
 - Room drop product from independent sources to be charged individually
 - List of names requested to be in Excel Format
 - Payment options are by hotel account or credit card: please establish method of payment prior to room drop date

Bell Captain Contact and Shipping Information:

Casey McAnagh casey.mcanaugh@marriott.com Bell Desk Direct: 480.293.3996	Casey McAnagh Attn: Bell Desk JW Marriott Desert Ridge Resort & Spa 5350 East Marriott Drive Phoenix, Arizona 85054
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Customer Information:	
Name	
Company Name	
Contact Number	
Email Address	
Payment Method: Credit Card or Hotel Account	

Room Drop Details:	
Day/Date/Time of Room Drop	
Number Of Rooms	
Conference Name	
Item To Be Delivered	
How Will the Items Arrive the Resort	
Instructions for Left Over Product	