

# SHIPPING INSTRUCTIONS FOR VENDORS SHIPPING FROM SHERATON DFW AIRPORT HOTEL

4440 West John Carpenter Freeway, Irving, TX 75063 (972) 929 - 8400

## UPS (800) 742 – 5877

- Complete Airbill and/ or place UPS Label(s) on each package. Please confirm the account number are on each Airbill.
- Call UPS and request for a pick up from Sheraton DFW Airport Hotel
- UPS will need the following information and bill accordingly:

**WITHOUT UPS ACCOUNT NUMBER-** UPS normally take check, money orders, and credit card. **Drivers Do Not Take Cash.**

- Provide the number of items, weight, and address to be picked up and ship to.
- Agent will provide the cost and will get payment over the phone (if using credit card). All credit card transaction must be done over the phone.
- If payment is with check or money order, the driver will accept the payment.

**UPS charges a fee to have package(s) to be picked up from the hotel and the shipper will be responsible for the fee/ charges.**

**PACKAGES WILL NOT BE PICKED UP IF FEE IS NOT PAID BY THE SHIPPER.**

**HOTEL IS NOT BE RESPONSIBLE FOR PICK UP FEE.**

## FEDEX (800) 463 – 3339

- Complete Airbill and/or place Fedex (Fedex Express, Fedex Ground or Fedex Freight) labels on each package.
- Call FedEx toll free number and PRESS ZERO "0" FOR A CUSTOMER SERVICE REP.
- Provide agent with Account number, destination (address), number of items, weight of package(s), and hotel's address
- **VERY IMPORTANT-** Agent will provide **confirmation number** for the pick-up. Confirmation and tracking number for each package will be very helpful when tracking the packages shipped from the hotel.

## DHL (800) 748 – 8653

**FOLLOW THE SAME INSTRUCTIONS AS FEDEX**

**ALL PICK UP WILL BE AT THE BACK OF THE HOTEL.**

**HOTEL WILL NOT BE RESPONSIBLE FOR MAKING THE ARRANGEMENTS**

**FOR ANY PICK UP FROM THE HOTEL.**