



DELIVER TO:

HOTEL CONTACT:

NAME OF EVENT:

DATE OF EVENT:

MEETING ROOM:

**TOTAL NUMBER OF
BOXES**

BOX NUMBER

FOR THE ATTENTION OF:
NAME:

TELEPHONE NUMBER:

SENT FROM:
NAME:

ADDRESS:

CONTENT



DELIVER TO:

CONTENT:

**TOTAL NUMBER OF
BOXES**

BOX NUMBER

POST-EVENT COLLECTION LABEL