



COBB GALLERIA CENTRE  
 Two Galleria Parkway, Atlanta, GA 30339  
 Telephone (770) 989-5092 Fax (770) 955-7719  
 shipping@cobb Galleria.com

## SHIPPING/RECEIVING NOTIFICATION FORM

### CLIENT INFORMATION

Event Name \_\_\_\_\_ Event Date \_\_\_\_\_ Exact Event Location \_\_\_\_\_  
 Company Name \_\_\_\_\_ Phone # \_\_\_\_\_ Fax # \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

### DELIVERY INFORMATION

<b>Deliver To:</b>	Shipping/Receiving Cobb Galleria Centre Two Galleria Parkway Atlanta, GA 30339	<b>Carrier:</b>	UPS	FedEX
			(Circle One)	Airborne

### RECIPIENT INSTRUCTIONS

**Special Instructions:** \_\_\_\_\_

### CHARGES

( ) \$20.00 Weight < 20 lbs	<b>Total Number of Packages Sent:</b>	_____
( ) \$30.00 Weight < 20-100 lbs		
( ) \$ _____ Weight > 100 lbs (\$55.00 for each 100 lbs rounded to the nearest 100 lbs)		