

Argonne National Laboratory May 4<sup>th</sup> – May 6<sup>th</sup>, 2009

Users Week 2009

APS Conference Center

Building 402 – Lower Level

CLASSIC PARTY RENTAL

FREIGHT HANDLING

ORDER FORM

Company/Phone Number

All orders are governed by the CPR Payment Policy and the Limits of Liability and Responsibility.

Indicate preferred carrier:

Fed Ex Account #:

### FREIGHT HANDLING RATES

UPS Account #

Rates below are guaranteed if unbound shipments are received at the C.P.R. warehouse before 4 p.m. weekdays. **These rates are subject to surcharges.** See below. Certified Weight Tickets are required for each shipment. Please forward copies of your bills of lading. See *Shipping Information* below.

### Advanced Shipments to Warehouse

	Shipment weight x Rate/100 LBS		Min/Shipment	Estimated Charges
CRATED / PALLETED ONLY	LBS	\$ 85.00	\$ 150.00	\$
SMALL PACKAGES	LBS	\$ 85.00	\$ 85.00	\$
	TOTAL ESTIMATED CHARGES			\$
	TOTAL ENCLOSED			\$

**Cartons and Envelopes received without documentation will be delivered without guarantee of piece count/condition.**

### SHIPPING INFORMATION

#### ▪ Outbound Shipments

If no preferred carrier is indicated, Classic Party Rental will use *Ups Ground Transportation*

**\*All outbound shipments will be ready for pick up May 8th after 11:00 am**

#### ▪ Inbound Shipments

Advance shipments to the Chicago Party Rental warehouse will be accepted on weekdays between April 22, 2009 and April 29, 2009 before 4 p.m. at: Classic Party Rental

9480 WEST 55<sup>TH</sup> STREET

Attn: Mr. Jim Decatur or Keith Daly

MCCOOK, IL 60525

Phone (708) 485-8387 or (708) 485-8187

**OVERTIME SURCHARGES** – based on the freight handling rates above, per occurrence

**A 50% (\$25.00 minimum) late to the warehouse surcharge will apply if:**

- Freight is received after the last day for shipments to arrive at the warehouse (April 29th or later).

**A 25% overtime surcharge for every occurrence will apply if:**

- Inbound shipments are unloaded after 4 p.m. on the day except the assigned target delivery date.
- Inbound drivers check-in after 2 p.m. weekdays and shipments are unloaded on over-time.
- Inbound shipments arrive on Saturdays, Sundays, or holidays.
- Outbound shipments are loaded on over-time.
- Warehouse freight must be moved to the exhibit site on over-time due to scheduling conflict beyond the control of Classic Party Rental, or
- Freight must be moved out of the exhibit site on over-time due to scheduling conflicts beyond the control of Classic Party Rental.

*Arrival Dates for Shipments – please schedule shipping carefully to minimize surcharges*

**April 29, 2009 = last day for crated shipments to arrive at the warehouse without surcharge.**

Please Fill out " X " completely and fax back to: Jim D. FAX 708-352-0909



Authorization to Charge Credit Card

By signing below, I/We authorize Classic Party Rentals, Inc. to charge my/our American Express / VISA / MasterCard / Discover Card for rentals or purchases from Classic Party Rentals. We further authorize Classic to charge the card for losses, damages and or cancellations fees that may occur as a result of the rental of Classic's equipment.

Rental Contract #: \_\_\_\_\_ Rental Amount: \_\_\_\_\_

Date of Service: \_\_\_\_\_ (This information to be entered by Classic Staff)

X Credit Card Holder's Name: \_\_\_\_\_ (Please Print Legibly)

X Billing Address of card holder: \_\_\_\_\_ (This must match ccd company records) (Street Address)

\_\_\_\_\_  
(City, State & Zip Code)

X Card Holder Phone Number: \_\_\_\_\_

X Credit card #: \_\_\_\_\_ (An imprint may be taken at delivery)

X Expiration Date: \_\_\_\_\_ X CID# \_\_\_\_\_ (Number is usually on the back of the card)

Amount to be charged: \_\_\_\_\_ (Please Note: There may be additional charges once final invoice is issued)

Security Deposit: \_\_\_\_\_ (This card to be used as security only - card will be authorized - not charged)

Additional notes: \_\_\_\_\_

X Keep Credit Card on file: Yes  No

X Signature: \_\_\_\_\_

X Printed Name: \_\_\_\_\_

X Date: \_\_\_\_\_

Please note: All information provided will be verified for accuracy. If the name on the account and the address do not match - an alternate payment method will be required. All of the above information will be kept secure and will not be used again without an additional signed form.

Classic Party Rentals, 9480 W. 55th Street, McCook, IL 60525-3636