



THOMPSON

BUCKHEAD

Thank you for choosing Thompson Atlanta Buckhead for your luxurious stay. We are delighted to offer you the convenience of shipping packages directly from our hotel. Please complete the following form with the necessary details, and our dedicated staff will ensure your package is handled with the utmost care and attention.

Guest Information:

- **Full Name:** _____
- **Room Number:** _____
- **Check-in Date:** _____
- **Contact Number:** _____

Package Details:

- **Recipient Name (if different from above):** _____
- **Shipping Address:** _____
Street Address City, State, ZIP
- **Package Description:** _____
Please provide a brief description of the package contents.

Additional Package Tracking:

- *Package 1:* _____
- *Package 2:* _____
- *Package 3:* _____
- *Package 4:* _____
- *Package 5:* _____
- *Package 6:* _____
- *Package 7:* _____
- *Package 8:* _____
- *Package 9:* _____
- *Package 10:* _____

Shipping Method:

- Overnight Shipping
- Express Shipping
- Standard Shipping

Billing Information:

By submitting this form, I authorize Thompson Atlanta Buckhead to bill the applicable shipping costs to my room account. I understand that these charges will be settled upon checkout.

Liability Disclaimer: I acknowledge that Thompson Atlanta Buckhead shall not be held liable for any damage, loss, or delay in the shipment of my package. I understand that the hotel is acting solely as a facilitator in arranging the shipping and shall not bear responsibility for the content, handling, or any external factors affecting the package during transit.

Communication Details: To ensure the smooth coordination of your package shipment, please provide the best method of communication for updates or inquiries:

- Email: _____
- Phone: _____

Acknowledgment: I have read and understood the terms and conditions as outlined in this form, including the liability disclaimer. I authorize the shipping of my package through Thompson Atlanta Buckhead and agree to settle the associated costs upon checkout.

Guest Signature: _____ **Date:** _____

Please submit this completed form to the hotel's front desk or concierge, and our attentive staff will be pleased to assist you with your package shipment needs.