



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

SHIPPING/RECEIVING NOTIFICATION FORM

CLIENT INFORMATION

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

DELIVERY INFORMATION

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

RECIPIENT INSTRUCTIONS

Special Instructions:	
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CHARGES

() \$15.00 Weight < 50 lbs	Total Number of Packages Sent:	
() \$25.00 Weight < 50-100 lbs		
() \$ _____ Weight > 100 lbs (\$50.00 for each 100 lbs rounded to the nearest 100 lbs)		