



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

SHIPPING/RECEIVING NOTIFICATION FORM

CLIENT INFORMATION			
Event Name _____		Event Date _____	
Company Name _____		Exact Event Location _____	
Address _____		Phone # _____	Fax # _____
City _____		State _____	Zip _____
DELIVERY INFORMATION			
Deliver To:	Tony Tanksley – Shipping/Receiving Cobb Galleria Centre Two Galleria Parkway Atlanta, GA 30339	Carrier:	UPS FedEX
		(Circle One)	Airborne Other: _____
RECIPIENT INSTRUCTIONS			
Special Instructions:			
CHARGES			
<input type="checkbox"/> \$10.00	Weight < 50 lbs	Total Number of Packages Sent:	
<input type="checkbox"/> \$20.00	Weight < 50-100 lbs		
<input type="checkbox"/> \$ _____	Weight > 100 lbs (\$20.00 for each 100 lbs rounded to the nearest 100 lbs)		