Whatever you need in shipping, postal, document and business services, you’ll find it conveniently around the corner at The UPS Store.

**Packaging, Shipping & Receiving Services**
- Full-Service Packaging
- UPS® Air & Ground
- Freight Shipments
- Package Receiving

**Packaging & Moving Supplies**
- Boxes, Bubble Cushioning, Tape

**Mailbox & Postal Services**
- Full-Service Mail & Package Receiving
- Mail Holding & Forwarding
- 24-Hour Mailbox Access*
- Postage Stamps
- Metered Mail

**Copying, Finishing & Printing Services**
- Black & White Copies
- Color Copies
- Full-Service Copying
- Binding, Laminating & Collating
- Custom Printing Services
  - Business Cards, Stationery

**Additional Products & Services**
- Fax Sending & Receiving
- Notary Services
- Office Supplies
- Computer Services
- Greeting Cards
- Passport Photos
- Money Orders/Transfers

*Available at participating locations.

The UPS Store Business Center
Westin Galleria & Westin Oaks
5060 West Alabama Street, Ste 2D
Houston, TX 77056
713-585-4650 Tel
713-585-4652 Fax
E-Mail: staff6730@theupsstore.com

**Store Hours**
- Monday – Friday 8:00am-6:30pm
- Saturday 10:00am-3:30pm
- Sunday Closed

**SHIPPING INSTRUCTIONS:**
If staying or attending an event at the **Westin Galleria**, please include the following on all packages:

- Guest Name & Phone Number
- Name of Event & Arrival Date
- 5060 West Alabama Street
- Houston, TX 77056

If staying or attending an event at the **Westin Oaks**, please include the following on all packages:

- Guest Name & Phone Number
- Name of Event & Arrival Date
- 5011 Westheimer Road
- Houston, TX 77056

Unless previous arrangements have been made, parcels will be held by The UPS Store for no longer than (30) days.
### Shipping Services

**Domestic**
- UPS Next Day Air®
- UPS 2nd Day Air®
- UPS 3 Day Select®
- UPS Ground
- **FedEx**
- **DHL**

**International**
- Letters, Packages, Freight

### Packaging Services

Professionally-trained staff  
Highest packaging standards  
Any size, value, shape or weight

### Mail & Postal Services

Package receipt from any carrier  
Postage stamps  
Metered mail

### Packing Supplies

- Boxes  
- Bubble cushioning  
- Tape  
- Markers

### Document Finishing Services

- Collating  
- Stapling  
- Binding & Laminating

### Computer Work Station Rentals

- B&W Copies  
- Color Copies  
- Internet Access  
- Free Boarding Passes

### Shipping Handling Fees

<table>
<thead>
<tr>
<th>Handling fee applies for all outbound parcels</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Envelope</td>
<td>$5.00</td>
</tr>
<tr>
<td>0-10 lbs.</td>
<td>$7.00</td>
</tr>
<tr>
<td>11-20 lbs.</td>
<td>$12.00</td>
</tr>
<tr>
<td>21-40 lbs.</td>
<td>$20.00</td>
</tr>
<tr>
<td>41-60 lbs.</td>
<td>$35.00</td>
</tr>
<tr>
<td>61-100 lbs.</td>
<td>$80.00</td>
</tr>
<tr>
<td>101 lbs. +</td>
<td>$.50 per lb.</td>
</tr>
</tbody>
</table>

### Receiving Handling/Storage Fees (All Carriers)

| Envelope | $5.00 |
| 0-10 lbs. | $7.00 |
| 11-20 lbs. | $12.00 |
| 21-40 lbs. | $20.00 |
| 41-60 lbs. | $35.00 |
| 61-100 lbs. | $80.00 |
| 101 lbs. + | $.50 per lb. |

### Freight

- Pallet/Crate Service Flat Fee: $250.00
- Freight Larger than a Standard Pallet: Subject to Surcharge

### Event Storage Fees

<table>
<thead>
<tr>
<th>Time Period</th>
<th>Fee per package</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-4 business days</td>
<td>$0.00</td>
</tr>
<tr>
<td>5-7 business days</td>
<td>$15.00</td>
</tr>
<tr>
<td>8+ business days</td>
<td>$25.00</td>
</tr>
</tbody>
</table>

The UPS Store can deliver to guests anywhere on the property of The Westin Galleria or Westin Oaks Hotels. Guests may also retrieve packages at The UPS Store Business Center located at the mall entrance to The Westin Galleria.

### Faxing

- **Incoming Faxes (per page)**: $2.00

### Sending Faxes:

- **Domestic 1st page**: $6.00
- **Domestic add’l pages**: $1.00
- **International 1st page**: $10.00
- **International add’l pages**: $2.00

### B & W Copies 8 ½ x 11*

- Self-service: 20 lb bond white paper
- 1-500 copies: $0.15
- 501-1000 copies: $0.12
- 1001+ copies: $0.08

### Color Copies 8 ½ x 11*

- 1-25 copies: $.99
- 26-50 copies: $.79
- 51-100: $.59

### Finishing Services*

- Coil Binding (copy costs add’l): $7.95
- Laminating (8.5x11’): $3.95

### Business Cards

- 50 Cards: $30
- 100 Cards: $40
- 200 Cards: $50
- 500 Cards: $75
- Add $10 for Color Cards

### Miscellaneous Services

- Pallet Jack Rental (per day): $95.00
- Hand Truck (per day): $75.00
- Mobile Copier Rental (per day, 2 weeks notice required): $400 + Copy Fees

*Please contact The UPS Store directly regarding discounts for bulk printing.