

The UPS Store™

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.

Services & Pricing Guide



For locations nearest you, visit
www.theupsstore.com

The UPS Store™

Shipping Services

Domestic

UPS Next Day Air®

UPS 2nd Day Air®

UPS 3 Day SelectSM

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	
Handling fee applies for all outbound parcels	
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.
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 Surcharges
Event Storage Fees	
Time Period	Fee per package
1-4 business days	\$0.00
5-7 business days	\$15.00
8+ business days	\$25.00

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 1/2 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 1/2 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.