

PENFIELD'S

Welcome to Penfield's Shipping and Receiving Department

Hotel Shipping Address
Hilton Riverside Hotel
Receiving Dock
Two Poydras Street
New Orleans LA 70140

Contact information
Danny Jaynes
Tel: 504-584-3939
web site: www.penfields.com
e-mail: penfields6@penfields.com

Penfield's Hours of Operation

Mon. – Fri. 7 a.m. to 9 p.m.
Sat. 8a.m. to 6 p.m.
Sun. 8a.m. to 6 p.m.

**INCOMING PACKAGES WILL BE RECEIVED AND STORED IN OUR
SECURITY AREA ON THE LOADING DOCK.
ALL PACKAGES ARE SUBJECT TO A HANDLING CHARGE AND
DELIVERED UPON REQUEST.**

DRAYAGE FEES

Letter	up to 1 lbs.	No Charge
Package	1-5 lbs.	\$8.95
Package	6-20 lbs.	\$16.95
Package	21-40 lbs.	\$29.95
Package	41-50 lbs.	\$39.95
Package	50+ lbs.	\$59.95
Display Case		\$39.95
Crate		\$59.95
Pallet		\$149.00

PAYMENT METHOD

Amex Visa Master Disc. Din.
C/C # _____ Date _____
Print Name _____
Sign _____

LABELING INSTRUCTIONS

**YOUR NAME (guest) / COMPANY NAME
C/O Hilton Riverside HOTEL
PENFIELDS RECEIVING DEPT
Two Poydras Street
New Orleans, LA 70140
TEL.**

**Somewhere on the boxes/packages please indicate the name and date of
the event and the name of the hotel contact person.**

**PLEASE CONTACT PENFIELD'S UPON ARRIVAL TO ARRANGE FOR
PACKAGE PICK-UP / DELIVERY AT EXT.**