Hilton Palacio del Rio Business Center

Packaging, Shipping & Receiving Services

- Full-Service Packaging
- Air & Ground
- Freight Shipments
- Package Receiving

Packaging & Moving Supplies

- Boxes, Bubble Cushioning, Tape

Copying & Printing Services

- Black & White Copies
- Color Copies

Additional Products & Services

- Fax Sending & Receiving
- Notary Services

Business Center
Hilton Palacio del Rio
200 South Alamo Street
San Antonio, TX 78205

The business center is owned and operated by
Hilton Palacio del Rio, a Zachry Hospitality property.

For more information, visit: palaciodelrio.hilton.com

Shipping & Pricing Guide

Hilton
PALACIO DEL RIO

PACKAGING, SHIPPING & RECEIVING SERVICES / SUPPLIES

SHIPPING SERVICES

Domestic	UPS Next Day Air
	UPS 2nd Day Air
	UPS 3 Day Select
	UPS Ground
International	Letters, Packages
Other Carrier Services	USPS, FedEx, DHL
Corporate Accounts	Subject to Hotel Package Management Services

POSTAL SERVICES

Postage Stamps, Meter Mail, Priority Mail, Parcel Post

PACKAGING SERVICES

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

HOTEL PACKAGE MANAGEMENT SERVICES

Parcels & Overnight Letters (Incoming / Outgoing)

1 - 9 lbs.	$5.00
10 - 19 lbs.	$10.00
20 - 29 lbs.	$15.00
30 - 49 lbs.	$20.00
50 - 74 lbs.	$35.00
75 - 100 lbs.	$60.00
100+ lbs.	$90.00

Crates (Incoming / Outgoing)

- Crates up to 149 lbs. $150.00
- Crates from 150 lbs. $200.00

Pallets (Shrink Wrapped & Self Contained)

- Pallets (delivered to meeting room) $150.00

Display Cases (Incoming / Outgoing)

- Display box, posters, large tube $30.00
- Display Case each $60.00

***Labor Fee - $60/hr or portion thereof / setup, etc.**

Storage: First 5 calendar days are complimentary, each day after incurs a $25/day storage fee.

DOCUMENT SERVICES

DIGITAL BLACK & WHITE COPIES
20 lb. bond white paper (8.5 x 11 or 8.5 x 14)

Quantity of Prints	
0 - 250	.15
251 - 500	.14
501 - 1,000	.13
1,001 - 2,000	.12
2,001+	Ask for a Quote

- 11 x 17 is double the 8.5 x 11 price
- Two-sided originals count as two copies
- Reduction / Enlargement .50/setting
- Editing Function 1.00/setting

DIGITAL COLOR COPIES
28 lb. bond white paper, single sided

Quantity of Prints	8.5 x 11	8.5 x 14	11 x 17
1 - 5	1.49	1.99	2.98
6 - 49	1.39	Ask for Quote	
50 - 99	1.09	Ask for Quote	
100 - 250	.99	Ask for Quote	
250+	Ask for Quote		

- Reduction / Enlargement .50/setting
- Editing Function 1.00/setting

FINISHING SERVICES

Machine Stapling .02/per staple

DIGITAL SERVICES

Digital Scanning (per file, 1 page)	$2.00
Digital Scanning Additional Pages	.25

SPECIALTY PAPERS

Per sheet in addition to copy charge	**8.5 x 11**
Pastel	.06
Astrobright	.06
Resume	.15
32 lb. Gloss Text	.20
NCR (2-5 Part) per part B/W	.35
80 lb. Glossy Cover	.25
Transparencies	2.00

NOTARY SERVICES

Notary Signature $6.00

FAX SERVICES

Incoming and Outgoing Domestic	$2.00/pg
Outgoing International*	$7.50

*Most Destinations

PACKAGING SUPPLIES

Bubble Wrap	$3.00/ft.
Packaging Peanuts	$4.25/cu. ft.
Shrink Wrap	$25.00/pallet
Packaging Tape	$5.99/roll
Boxes	Various Sizes Available