



791 Price Street
 Pismo Beach, CA 93449
 (805) 773 - 5106 | mailpluspismo@gmail.com

**Hotel Returns Form
 for Forgotten Items**

Hotel Information

Date: _____ Hotel Name: _____

Phone: _____ Agent Name: _____

Guest Information

Return Property To:

Guest Name: _____

Street Address: _____

City, State, Zip: _____

Phone: _____

Email (for tracking updates): _____

Any special instructions? _____

Ship Via (all have tracking):

Cheapest option (usually
 2-8 day delivery)

Guaranteed Express
 delivery (will contact
 recipient before sending)

Built-in insurance of \$100 ok?

Yes

No, please specify
 amount: _____

Payment Information (REQUIRED)

Name on Card: _____

Card Number: _____

Expiration Date: _____ Code: _____

Visa

MasterCard

Discover

American Express

Credit

Debit

By relinquishing items and returning this form to Mail Plus, Hotel and Guest authorize Mail Plus to ship their forgotten item(s) by the shipping method designated above and accept the charges to their credit/debit card. **Guest and Hotel understand that Mail Plus will typically not contact guest unless additional information is required.** Guest understands that there is a \$5.00 service fee in addition to shipping costs. Additional packing fees may apply for fragile items. Mail Plus imposes a credit card fee of 3.99%, which is no greater than the 3rd-party credit card service fees incurred. All shipping methods have built-in insurance of \$100, which can be increased for additional fees if desired by the guest.

Description of Property: _____

Received by Mail Plus Pismo Beach on: _____ By: _____