

SHIPPING WITH AN EXISTING FedEx ACCOUNT NUMBER

The main lobby of the hotel has a business center. Using FedEx.com and your account number, print labels for all outbound shipments. Attach the labels to your boxes and leave all packages stacked inside your booth. Security will remove them from the space to the loading dock for pickup.

1. Call FedEx at 1-800-463-3339 to schedule pick-up.
2. Have your existing Account Number ready
3. Request a CALL TAG from the representative
4. Provide them with your pick up location : **10 Marriott Dr. Lincolnshire IL 60069**
5. Mark ALL boxes with your company name, receiving contact's name, and number of boxes (1 of 3, 2 of 3, 3 of 3 etc.

Go to the Lincolnshire FedEx Office at 275 Parkway Dr. Lincolnshire IL and have the FedEx representative ship out from there.

OPEN:

MON-FRI. 7:30AM – 9:00PM

SAT. 8AM-6PM

SUN. 12PM-6PM



NEED HELP? CALL SECURITY:

847.634.0100



SHIPPING OUT WITH UPS

The main lobby of the hotel has a business center. Using **UPS.com** and your account number, print labels for all outbound shipments. Attach the labels to your boxes and leave all packages stacked inside your booth. Security will remove them from the space to the loading dock for pickup.

- 1.** Call the UPS Pick-Up Line at 1-800-742-5877 to schedule pick-up.
- 2.** Have your existing Account Number or a Credit Card read
- 3.** Provide them with your pick up location : **10 Marriott Dr. Lincolnshire IL 60069**
- 4.** Mark ALL boxes with your company name, receiving contact's name, and number of boxes (1 of 3, 2 of 3, 3 of 3 etc.)

THE UPS STORE

Offsite location will take account number and credit cards.

2033 N Milwaukee Ave, Riverwoods, IL 60015

Wednesday	8:30AM-7PM
Thursday	8:30AM-7PM
Friday	8:30AM-7PM
Saturday	9AM-3PM
Sunday	Closed
Monday	8:30AM-7PM
Tuesday	8:30AM-7PM

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