



COBB GALLERIA CENTRE
 Two Galleria Parkway, Atlanta, GA 30339
 Telephone (770) 989-5092 Fax (770) 955-7719
 Tony Tanksley - ttanksley@cobbgalleria.com

SHIPPING/RECEIVING NOTIFICATION FORM

CLIENT INFORMATION

Event Name _____ Event Date _____ Exact Event Location _____
 Company Name _____ Phone # _____ Fax # _____
 Address _____ City _____ State _____ Zip _____

DELIVERY INFORMATION

Deliver To:	Tony Tanksley – Shipping/Receiving Cobb Galleria Centre Two Galleria Parkway Atlanta, GA 30339	Carrier: (Circle One)	UPS	FedEX
			Airborne	Other: _____

RECIPIENT INSTRUCTIONS

Special Instructions: _____

CHARGES

() \$15.00	Weight < 50 lbs	Total Number of Packages Sent:	
() \$25.00	Weight < 50-100 lbs		
() \$ _____	Weight > 100 lbs (\$50.00 for each 100 lbs rounded to the nearest 100 lbs)		