

Courier Forms

Conference Name: _____

Ex _____ (Company Name) **despatch information form**

Destination: Rydges Lakeland Resort Queenstown
38 – 54 Lake Esplanade
Queenstown, New Zealand
(Hotel Loading Bay – off Brunswick Street)

Attention: _____ (Contact Person and Conference Name)

This box is number _____ of _____ Boxes

Senders Name: _____ Courier Company: _____

Senders Company: _____ Date of Departure: _____

Senders phone number: _____

Rydges Lakeland Resort, Queenstown is willing to sign to confirm receipt of goods, however it will accept no liability for the condition of goods upon their arrival at the hotel. When delivered to the hotel, goods are invariably heavily packaged which means that it is impossible for the hotel to check on the condition of the goods contained within the packaging. Goods are to be delivered Monday to Friday between the hours of 8.30am to 4.30pm.

Rydges contact for any queries regarding if packages have been sent is:

Conference Coordinator: Lorena Marshall

Phone 64 3 442 7600

Ex Rydges Lakeland Resort despatch information form

Destination – ADDRESS: _____

CONTACT: _____

This box is number _____ of _____ Boxes

Senders Name: _____ Courier Company: _____

Senders Company: _____ Date of Departure: _____

Senders phone number: _____

Method of Dispatch:

- Air
- Sea
- Land

Please note that the Sender/Sender's Company must arrange all boxes left for Courier Company to collect. Rydges Lakeland Resort Queenstown will not take any responsibility to contact Courier Company on behalf of any Sender/Sender's company. Goods are to be picked up Monday to Friday between the hours of 8.30am to 4.30pm.

Rydges Contact for any queries regarding if packages have been sent is:

Conference Coordinator: Lorena Marshall

Phone 64 3 442 7600