Mercury
Ship with Confidence

www.shipmercury.com

Mercury Business Services
Inc
61 Batterymarch St
Boston MA 02110
United States

SHIPPERS LETTER OF INSTRUCTIONS

From Shipper	Trade Show	Yes ☐ No ☑	Pickup Date By ◉ On ○
Show Name			
Venue Name			
Company Name		Booth #	Pickup Time
Decorator			At Select
Address 1			
Address 2			Between
Address 3			Open Select
City	State	Zip	
Country			Close Select
Contact Name		Tel	
Email			
Accessorials			
Lift Gate Pickup ☐	Inside Pickup ☐	Appt Required ☐	
Consignee:	Trade Show	Yes ☐ No ☑	Delivery Date By ◉ On ○
Show Name			
Venue Name			
Company Name		Booth #	Delivery Time
Decorator			At Select
Address 1			
Address 2			Between
Address 3			Open Select
City	State	Zip	
Country			Close Select
Contact Name		Tel	
Email			
Accessorials			
Lift Gate Delivery ☐	Inside Delivery ☐	Appt Required ☐	

Speical Instructions

Units	Type	Description	Weight per Piece	Dims (in)
	Select			
	Select			
	Select			
	Select			
	Select			
	Select			
	Select			
	Select			
	Select			
	Select			

Delcared Value for Customs	Declared Value for Carriage	Insurance Amount	

Thank you for choosing Mercury Business Services for your shipping needs!