



**Room Drop Information Form**

\$6.00 - Inside Room for One Item  
 \$4.00 - Outside Room or Under Door for One Item  
 \$1.00 - Each Additional Item

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Large, delicate, or intricate setup items – please call for pricing

- Miscellaneous Notes:**
- Room drop pricing to be confirmed with Bell Captain prior to delivery
  - Room drop product from independent sources to be charged individually
  - List of names requested to be in Excel Format
  - Payment options are by hotel account or credit card: please establish method of payment prior to room drop date.

**Bell Captain Contact and Shipping Information:**

Casey McAnagh <a href="mailto:casey.mcanaugh@marriott.com">casey.mcanaugh@marriott.com</a> Bell Desk Direct: 480.293.3996	Casey McAnagh Attn: Bell Desk JW Marriott Desert Ridge Resort & Spa 5350 East Marriott Drive Phoenix, Arizona 85054
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**Customer Information:**

Name	
Company Name	
Contact Number	
Email Address	
Payment Method: Credit Card or Hotel Account	

**Room Drop Details:**

Day/Date/Time of Room Drop	
Number Of Rooms	
Conference Name	
Item To Be Delivered	
How Will the Items Arrive the Resort	
Instructions for Left Over Product	