

MESSENGER REQUEST FORM

Please deliver completed form to the Business Center for processing. Thank you.

Name:	Date:	Payment Method
Company:	Suite #	<input type="checkbox"/> Bill Suite
Phone:	Email:	<input type="checkbox"/> Credit Card
Round Trip <i>(circle)</i> YES / NO	Service Type:	<input type="checkbox"/> Cash
Number of Pieces:	Weight:	Declared Value:

Deliver to:

Pick-Up from:

For Business Center Office Use Only

Time Called:	Date:
Order Number:	Reference Number:
Received By:	Pickup Time
Delivery Time:	Signed By:



XPO Service and Rate Schedule

Messenger Rates

Hand deliveries less than 10 lbs., smaller than 2 ft. x 2 ft., below 99th Street, between 7AM and 6PM—automatic vehicle after 6PM.

Economy Service —Manhattan, Battery Park to 99th Street (approx. 4 hrs.)	\$18.00
Regular Service —Manhattan, Battery Park to 99th Street (approx. 2 hrs.)	\$22.00
Rush Service —Manhattan, Battery Park to 99th Street (approx. 1 hr.)	\$28.00

Vehicle Rates—Manhattan, 99th Street to Battery Park

Heavier than 10 lbs., bigger than 2 ft. x 2 ft., automatic vehicle between 6PM and 7AM, weekends and holidays. Up to 19 pieces or 350 lbs. total, no single piece heavier than 75 lbs., no longer than 5 ft. or taller than 4 ft. Base rate includes 2 pieces, additional piece charge listed below.

	STARTING AT:
One-Man Van Regular Service	\$25.00
One-Man Van Rush Service	\$38.00

Vehicle Rates—Out-of-Town

Heavier than 10 lbs., bigger than 2 ft. x 2 ft., automatic vehicle between 6PM and 7AM, weekends and holidays.

	STARTING AT:
Out-of-Town Vehicle Deliveries Bronx/Brooklyn/Queens & above 99th Street	\$38.00
One-Man Van Out-of-Town: Includes Staten Island Same parameters as above plus applicable tolls Minimum out-of-town charge is \$45.00	\$2.25 per mile

Surcharges

Round Trip	2x base rate	Waiting Time Messenger	\$.50 per minute after the first 10 minutes
Waiting Time Vehicle	\$1.00 per minute after the first 10 minutes	Additional Pieces	\$2.00 every piece after the first 2 pieces
Additional Weight	\$8.00 every 50 lbs. after the first 50 lbs.	Sunday/Holiday surcharge (50%)	+100%
Insurance	\$.50 every \$100, upon request	Cash Layout	Amount of cash laid out only
No Pickup	Same as base	Tolls	As applicable
Fuel Surcharge	Based on Central Atlantic Measure		

