

# Delivery Labels

See below Our delivery labels. We appreciate you attaching these to all items being shipped to etc. Please note this is in addition to a purchased shipping label.



## COLLECTION FROM VENUE

<b>To: (Contact from your company):</b> _____	
<b>Company Name:</b>	_____
<b>Address:</b>	_____
	_____
<b>Postcode:</b>	_____
<b>Country:</b>	_____
<b>Contact telephone number:</b>	_____
<b>Courier name &amp; Collection date:</b>	_____
<b>Courier reference:</b>	_____
	Package ____ of ____
<u>NAME AND DATE OF EVENT</u>	



## DELIVERY TO VENUE

<b>To:</b> etc.venues – 14 <sup>th</sup> Floor 601 Lexington Located East 53 Street New York 10022	<b>FAO</b> Your Representative's name Your Telephone Number: Your Company Name
<b>Tel:</b> 646 844 6004	_____
<b>Your Events Manager's name:</b>	Package ____ of ____
<u>NAME AND DATE OF EVENT:</u>	



Where possible, please avoid printing this document. Help us care for the environment and be part of the positive change for the events industry