FAX TRANSMISSION FROM:

Alessia Dusi - Sheraton Golf Hotel & Resort "Parco de' Medici" **FAX +39/ (0)6 65.28.7659**

TO: Fax:+

Dear Mrs,

Thank you for informing us about your requirement of forwarding some items for the meeting/*event on 4 to 7 November*  in order to avoid any unpleasant drawback, we would like to inform you about the forwarding instructions, as follows:

* Any delivery has to be headed to yourself and addressed to the hotel.
* All labels have to be well visible and stuck-on, pointing: your CODE NUMBER **2742531,** name and address of your Company, date and reference Name of the Event/Meeting, items numbering (**eg.:** 6 items in total 1/6, 2/6, 3/6, etc.).
* "Side" and if "Fragile" to be put in evidence.
* All deliveries to the hotel are received by Porta Controllo Merci dpt., opening time: **from Monday to Friday from 07.30 a.m. to 16.30 hrs.**
* Any delivery cannot be accepted earlier than 29 October( 3 working days prior the first day of meeting/event. )
* Any item must be collected at the end of the meeting, MAX 5 days later. Any forgotten item will be automatically eliminated after the mentioned time (unless special agreements stated with the Sales Management).
* Any ecception have to be communicated and agreed prior the delivery with the Sales Management; in case of secured storage, it will have to be quoted in proportion to the required space.
* As per below agreement, any special delivery (value, weight, subject to deterioration, danger, encumbrance, etc.).
* Any sending from the hotel will be charged to your company, if not differently communicated.

In order to control sending/delivery, we kindly ask you to provide us with the following information:

We are sending to **SHERATON GOLF - VIALE PARCO DE' MEDICI, 165/167 - 00148 ROME -**

Total number of…………….boxes/items, weight…………….., containing…………………….., for a total approx. Value of………………………., throught our courier………………………….,

Ph…………………………, ref. N°………………………………delivery date…………………...,

The mentiond goods will be delivered in the meeting room the first meeting day in the morning, in case of different requirement, please specify below "Notes".

NOTES:

For private and security reasons please indicate in each item your CODE NUMBER.

ATTENTION: YOUR CODE NUMBER **2742531**

**All deliveries without code number will not be accepted in any case.**

In case of need of more than 3 days of store, pls contact Aurora Cappiello Selex ES aurora.cappiello@selex-es.com

…………………………….

Please sign & stamp