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| BOX:\_\_\_\_\_\_\_\_\_ OF \_\_\_\_\_\_\_\_\_ |
| DELIVER TO :  XEROX BUSINESS CENTRE  at The Fairmont Royal York  Attn: Meagan Tavenier  100 Front Street West  Toronto, Ontario M5J 1E3 Canada  PH: 416-860-4585 |
| CONFERENCE NAME  CONFERENCE DATE  CONTACT:  ROOM:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| SHIPPER NAME:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  TRACKING NUMBER:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  PHONE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  FAX: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| For Office Use Only: LOG #  Date Received: \_\_\_\_\_\_\_\_\_\_\_\_ Received by (Print):\_\_\_\_\_\_\_\_\_\_\_\_  # of Pieces Received: \_\_\_\_\_\_\_\_  Boxes to be in the\_\_\_\_\_\_\_\_\_\_\_Room by\_\_\_\_\_\_on\_\_\_\_\_\_\_\_\_\_\_\_\_ |