

BUSINESS SERVICES

Courier Services

Courier services are available through Federal Express and United Parcel Service.

Domestic and international freight service by air, land or sea is available through Airgroup Express.

Please contact Business Services to coordinate shipments. Freight shipments require at least 24 hours advance notice. All services are subject to handling, x-raying and storage fees based on dimensions and weight of each package.

Packing Service

Professional packing service is available with advance notice.

RENTALS

Equipment Rentals

- monitors and printers

Private and Semi-Private Internet Stations

Internet stations are equipped with:

- Windows® based PC with DVD/CD-RW drive, Microsoft® Office, high-speed internet access
- black and white printers
- internet/printer connectivity via USB for laptops

Equipment rentals require 48-hour advance notification and are available at hourly and daily rates.

Shipping Address:

All inbound shipments to Encore Boston Harbor are to be addressed as follows:

Recipients first and last name/hotel guest
Name of group/event (date of event)
Encore Boston Harbor
One Broadway
Everett, MA 02149

Hours of Operation:

Open Daily 8 a.m.-11 p.m.
(857) 770-4070

businesscenter@encorebostonharbor.com

PRICE LIST

Printing Services

Paper Size	Cost	Cost
	per page Single Side	per page Double Sided
8.5 x 11 (20#)	0.25	0.50
8.5 x 11 Cardstock	1	2
8.5 x 14 (20#)	0.40	0.80
11 x 17 (20#)	0.60	1.20
11 x 17 Superfine Eggshell (80#)	1	2
11 x 17 Superfine Eggshell (100#)	1.10	2.20
11 x 17 Endurance Gloss Cover (100#)	1.10	2.20
11 x 17 Endurance Gloss Cover (120#)	1.25	2.50
12 x 18 Gloss (100#)	1.20	2.40
12 x 18 Text (100#)	1.20	2.40

The first 10 pages are complimentary

Private and Semi-Private Internet Stations

15 dollar minimum charge, 1 dollar per minute for each additional minute (15 minute complimentary usage)

Equipment Rentals

monitors

printers

Prices available upon request

Courier Services

Inbound and outbound handling charges are based on the following scale:

0 to 2 lbs.	7
3 to 10 lbs.	22
11 to 20 lbs.	32
21 to 30 lbs.	37
31 to 60 lbs.	42
61 to 80 lbs.	47
81 to 99 lbs.	67
100 to 150 lbs.	82
150 lbs.+	82 per 100 lbs.
Minimum charge for pallets/crates	250

Office Supplies

Prices available upon request