

MAIL & PACKAGE CENTRE

OPERATING HOURS :-
 Weekdays: 0800HRS - 1800HRS
 Weekends / Public Holidays: 0800HRS- 1700HRS

Located at Level 3 of The Sands Expo & Convention Centre.

COURIER CONSIGNMENT HANDLING CHARGES (IN/OUT)

Packages:	
0 to 20kg	\$35.00
21 to 100kg	\$75.00
≥ 100kg	\$1.50 per kg

Overtime Charges \$35 /man/hour or part thereof
(Delivery before and/or after operating hours)

- Remarks:**
 Handling charges includes the following services:
 1. Consignment processing
 2. Storage at Mail & Package Centre up to 7 days
 3. Delivery to exhibition booths / meeting rooms
 4. Collection of bulky empty boxes for storage

CLOAKROOM SERVICES

Luggage	
Luggage storage (Max 2 Pcs/ Min 2 hrs)	\$11.00 / 1st 2 hour
Subsequent hours	\$4.00 / hour
	\$32.00 / day
Excess luggage storage	\$3.00 / piece

Coat	
Coat storage (Max 2 Pcs/ Min 2 hrs)	\$5.00 / 1st 2 hour
Subsequent hours	\$3.00 / hour
Excess coat storage	\$2.00 / piece

***Please collect all items before 1730hrs on weekdays & before 1630hrs on weekends and public holidays**

POSTAL HANDLING CHARGES

Registered Article (Letter)	\$7.00
Registered Article (Package)	\$18.00

***All handling charges exclude the basic postage of the mail**

DISPATCH CHARGES WITHIN SINGAPORE

Collection and Delivery for Envelope	From \$20.00 onwards
Collection and Delivery for Packages	From \$40.00 onwards

***Above charges are only applicable for deliveries within the business district area during business hours**
***For other area's dispatch charges, please refer to our staff**

ON-SITE HANDLING CHARGES (IN/OUT)

Logistics operations for on-site services	\$75.00 /cbm/way
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1. Receiving of freight from the loading dock / unloading area
2. Storage at the Mail & Package Centre up to 7 days
3. Delivery to the exhibition booths / meeting rooms
4. Unpacking / packing of freight
5. Mechanical aids for installation (excluding assembly)
6. Collection of bulky empty boxes for storage

***Excluding assembly services, vice versa services and packing materials**

(minimum 2cbm charge \$150.00 / way)

PACKING MATERIALS RETAIL PRICE

Bubble pack (0.5mx24m)	\$90.00 / Roll
Bubble pack (0.5m)	\$9.00 / Meter
Bubble pack (1.0m x 24m)	\$120.00 / Roll
Bubble pack (1.0m)	\$12.00 / Meter
Carton box (42cm x 30cm x 35cm)	\$6.00 / Carton
Carton box (51cm x 51cm x 57cm)	\$9.00 / Carton
Corrugated straw board	\$9.00 / Meter
Corrugated straw board (49" x 250")	\$70.00 / Roll
Packing tape (plastic 2" x 45m) (6xrolls)	\$25.00 / Tube
Packing tape (plastic 2" x 45m)	\$5.00 / Roll

Safety vest	\$6.00 / Piece
Raffia string	\$4.00 / Roll
Shrink wrap / plastic film (Transparent) 220"/roll	\$17.00 / Roll
Shrink wrap / plastic film (Black) 220"/roll	\$22.00 / Roll
Standard Regular Envelope	
DL (110mm x 220mm)	50¢ / Piece
C5 (162mm x 229mm)	80¢ / Piece
Standard large Envelope	
C4 (229mm x 324mm)	\$1.00 / Piece

* ALL PRICES ARE IN SINGAPORE DOLLARS AND INCLUSIVE OF GOODS AND SERVICES TAX
 * RATES AND PRICES MAY BE CHANGED WITHOUT PRIOR NOTICE.

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