

Package and Call Box Information Form

Dear Resident:

The Concierge service is here to provide services seven (7) days a week. We are here to help you in any way we can, whether it be dry cleaning service, car detailing, flowers and gift baskets, or any other personal things you may need. In order to better assist you, please provide us with the following information:

Please circle the ONE that applies: **Owner(s) / Renter(s)**

PLEASE PRINT CLEARLY

Name: _____ Unit #: _____

Cell Phone #: _____

Home / Work Phone #: _____

Email address: _____

Additional resident slots on the back.

Your package notification preference circle ONE: **Email / Text Message / Both**

Added to the call box: **Yes / No**

If you authorize us to do so, the Concierge front desk will accept packages 25 lbs. or less in your absence with the understanding that you are releasing Market Street Condominium and Capitol Concierge from any liability. **All packages must be picked up within 72 hours of delivery.** All packages over the 25 lbs. will be refused (except from USPS) unless you make arrangements for immediate pick up. You will receive a text or an email from Notifii when your package has arrived, and we will also call if any perishable packages are delivered. If you do not pick up your package in a timely manner, we will no longer accept packages for you. Accepting packages on your behalf is a courtesy the Concierge front desk provides (we will attempt to contact you with the information provided and a final notice on your door). Resident(s) **NOT** registered with the building, will have all packages refused.

By signing below, you are authorizing us to accept your packages when delivered.

Name: _____ Date: _____

The Front Desk is at your service, so please do not hesitate to drop by, give us a call at 703-435-7786 or email us at marketst1@capitolconcierge.com.

*Capitol Concierge Staff at
Market Street Condominium*

Additional Residents

PLEASE PRINT CLEARLY

Name: _____

Cell Phone #: _____

Home / Work Phone #: _____

Other Phone #: _____

Email address: _____

Your package notification preference circle ONE: Email / Text Message / Both

Added to the call box: Yes / No

PLEASE PRINT CLEARLY

Name: _____

Cell Phone #: _____

Home / Work Phone #: _____

Other Phone #: _____

Email address: _____

Your package notification preference circle ONE: Email / Text Message / Both

Added to the call box: Yes / No

PLEASE PRINT CLEARLY

Name: _____

Cell Phone #: _____

Home / Work Phone #: _____

Other Phone #: _____

Email address: _____

Your package notification preference circle ONE: Email / Text Message / Both

Added to the call box: Yes / No