

**Send to: Raffles City Convention Centre  
Level 4 (Function Office) 6431 6013  
80 Bras Basah Road  
S(189560)**

Attention to:

Event Name:

Date of Event:

Venue/ Function Room:

Sender Company:

Booth detail:

Conference Services Manager/Catering Sales Manager:

No. of Items:

**Pick up from: Raffles City Convention Centre  
Level 4 (Function Office) 6431 6013  
80 Bras Basah Road  
S(189560)**

Attention to:

Company:

Address:

Event Name:

Courier Company Used: