



RESORT · SPA · CASINO
Las Vegas

Business Center

2300 Paseo Verde Pkwy.
Henderson, NV 89052
Direct: 702.617.7540
Fax: 702.617.7541

The Green Valley Ranch offers a full service business center to suit your needs, whether they be for professional or personal use. Our aim is to provide you with convenient access to office materials and services that you can't bring with you from your office or home. We are located on the conference level (one below the casino level), near the El Viento ballrooms. Please feel free to stop by or call. If you are in need of a service that is not listed below, let us know and we'll do everything we can to assist you and help make your event a success.

Hours of Operation

Weekdays: 7am to 6pm
Weekends: 8am to 5pm

Computer Services

Workstation Rental (per minute)	\$1.00
Workstation Rental (per hour)	\$40.00
Laptop Hookup (per hour)	\$10.00
USB Drive Rental	\$10.00
Word Processing (first page)	\$35.00
Word Processing (add'l page)	\$15.00
Business Card Design (text only)	\$35.00
Business Card Design (with graphics)	\$50.00

Print/Copy Services

Laser Print B/W	\$1.50
Laser Print Color	\$5.00
Photocopy – B/W (single side)	\$0.25
Photocopy – B/W (double side)	\$0.35
Photocopy – Color (single side)	\$2.50
Photocopy – Color (double side)	\$3.00
Stapled (add per page)	\$0.05
Hole-punched (add per page)	\$0.05

Equipment Rental

Advanced requests strongly suggested

Printers

HP B/W (4000 series)	Call for Quote
HP Color (4000 series)	Call for Quote

Copiers

Black & White	Call for Quote
Color	Call for Quote

Computers

Desktop	Call for Quote
Laptop	Call for Quote

Misc. Equipment

Fax Machines	Call for Quote
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Fax Services

Receive Fax (per page)	\$1.00
Local Fax (per page)	\$1.00
Long Distance Fax (first page)	\$5.00
Long Distance Fax (add'l pages)	\$2.50

All printers must be installed on any computer that is expected to print. Laptops must have administrator rights.



GREEN VALLEY RANCH



Guest Shipping & Receiving

2300 Paseo Verde Pkwy.
Henderson, NV 89052
Direct: 702.617.7540
Fax: 702.617.7541

Thank you for choosing the Green Valley Ranch business center for your shipping needs. Our guest shipping & receiving department handles all incoming and outgoing packages to and from the hotel. As a service to our guests and event attendees, we will be happy to deliver your package(s) anywhere you would like in the hotel. Our hotel's Business Center handles all requests for shipping and delivering. Please contact us and we will be happy to assist you.

Hours of Operation

Weekdays: 7am to 6pm
Weekends: 8am to 5pm

Shipping & Handling Fees (per box)

Receiving Class 1 (0 to 5 lbs)	\$5.00
Receiving Class 2 (6 to 20 lbs)	\$10.00
Receiving Class 3 (21 to 100 lbs)	\$20.00
Receiving Class 4 (over 101 lbs)	\$0.50/lb
Shipping Class 1 (0 to 5 lbs)	\$5.00
Shipping Class 2 (6 to 20 lbs)	\$10.00
Shipping Class 3 (21 to 100 lbs)	\$20.00
Shipping Class 4 (over 101 lbs)	\$0.50/lb

Shipping Supplies

Packaging Tape	\$6.00
Packaging Tapew/dispenser	\$12.00
Box Cutter	\$2.00
Tape Gun	\$8.00
Masking Tape	\$5.00

Additional Shipping Services

Palletizing (per pallet)	\$50.00
Bubble wrap (per foot)	\$1.00
Box	\$5.00

Addressing your package

- Packages should be addressed to the recipients name (the person responsible for receiving the package at the hotel). Please address you package in the following manner:
"First Name, Last Name" – you may also add "hotel guest" or "event name" or "booth #" after recipient name
Green Valley Ranch Resort
2300 Paseo Verde Pkwy.
Henderson, NV 89052
- Packages addressed only to the group name, your caterers name, ballroom, booth number, etc. are more likely to get confused with other packages. We reference only by recipient. Packages will be referenced by the information on the shipping label only. Writing the recipient's name in marker on the side of the box, for example, will not ensure efficient delivery.

Receiving your package

- Upon the packages arrival we will send a message to the name of the recipient explaining how to receive their packages.
- If the recipient is not a guest, they can contact the business center 702-617-7540 to arrange for delivery of their package.

Shipping your package at the end of your stay

- The business center offers full service shipping for Fed Ex and UPS.
- Stop by the business center or call 702-617-7540 for any questions or to arrange for delivery.
- Our last carrier pickup is 2pm, weekdays. Packages must be received by noon to be guaranteed to go out that day.
- No pickups are scheduled for Saturdays. Arrangements can be made at additional costs. Sunday pickup is not available.

GREEN VALLEY RANCH



Guest Freight

2300 Paseo Verde Pkwy.
Henderson, NV 89052
Direct: 702.617.7540
Fax: 702.617.7541

Thank you for choosing the Green Valley Ranch business center for your shipping needs. Our guest shipping & receiving department handles all incoming and outgoing packages/freight to and from the hotel. As a service to our guests and event attendees, we will be happy to deliver your package(s) anywhere you would like in the hotel. Our hotel's Business Center handles all requests for shipping and delivering. Please contact us and we will be happy to assist you.

Dock Hours

Monday through Saturday: 8:00 a.m. to 5:00 p.m.
Receiving Dock off of Carnegie Street.

Shipping Supplies

Additional Shipping Services

All incoming and outgoing Freight is billed at:

101 pounds and over = \$0.50 per pound.

(See Shipping Flyer for weights under 101 pounds.)

Packaging Tape	\$6.00	Palletizing (per pallet)	\$50.00
Packaging Tapew/dispenser	\$12.00	Bubble wrap (per foot)	\$1.00
Box Cutter	\$2.00	Box	\$5.00

Shipping your freight:

- All trucks dropping off and picking up require a lift-gate. A completed Bill of Lading must accompany all incoming and outgoing freight.
- Freight should be addressed to the recipients name (the person responsible for receiving the freight at the hotel). Please address your freight on the Bill of Lading in the following manner:
"First Name, Last Name" – you may also add "hotel guest" after recipient name.
Event Name – Booth Number (if known)
Green Valley Ranch Resort
2300 Paseo Verde Pkwy.
Henderson, NV 89052
- Packages addressed only to the group name, your caterers name, ballroom, booth number, etc. are more likely to get confused with other packages. We reference only by recipient. Packages will be referenced by the information on the shipping label only. Writing the recipient's name in marker on the side of the box, for example, will not ensure efficient delivery.

Receiving your freight:

- Upon the arrival of freight, we will send a message to the name of the recipient with information to contact the Business Center.
- If the recipient is not a guest, they can contact the business center 702-617-7540 to arrange for delivery.
- All freight can either be billed to the recipients hotel room or (if not a hotel guest) must be billed to a credit card. This applies to both incoming and outgoing.

Shipping your freight at the end of your stay:

- A completed Bill of Lading must accompany your outgoing freight.