



Instructions for use of Authorization to Leave Goods

In the continued effort to help each local company continue to do business while limiting personal contact, we have created a delivery acknowledgment form that can be provided to your customers.

Prior to making your next delivery, *electronically* provide your customer a copy of this form. It will provide an electronic authorization, allowing you to continue your deliveries followed up by a confirming email without obtaining a signature on the POD.

Fill in the name of your company and the employee's name and email address where you'd like the form and any delivery issues returned using Adobe Acrobat Reader DC. You can do this once and save the form for repeated use.

The customer will need to complete the following fields on this form:

- Today's Date
- An email address for electronic acknowledgement (either individual or designated company email)
- The customer's business name
- A signature of the owner/officer of the business
- Printed name
- Title held within the business.

Once you have received the copy of the completed form, keep it in your files and proceed forward with your deliveries. Forward your customer an electronic version of the delivery receipt to the email designated above. If a customer wishes to revoke their authorization during the covid-19 period of social distancing, they should send a written notice back to the local company email address provided on the original authorization form.

This form may not be enforceable against third parties where contracts or statutes dictate other treatment – property owners and insurance companies for example – and may not provide protection for mechanics lien and bond claim filing requirements.

If at any time you have questions regarding this form and it's use, please can contact your WCMS representative.

This template is being provided as a guideline document only. Users of this template should consider their specific circumstances when developing a company specific SOP on this topic and obtain legal counsel before implementing.