



DATE: \_\_\_\_\_

TO: \_\_\_\_\_  
\_\_\_\_\_

EMAIL: \_\_\_\_\_

In order to respect social distancing in connection with the covid-19 pandemic, I/we hereby authorize the above (the "Supplier") to make deliveries without obtaining a signature. Supplier will provide an electronic acknowledgment following such delivery via email to:

\_\_\_\_\_

I/we will verify and return such acknowledgment to supplier via email to the address above within 48 hours. If such verification is not received by supplier within 48 hours, the shipment as documented in supplier's records will be deemed received and accepted in full. Supplier will preserve and retain all mechanics' lien and similar rights in the goods.

By signing this authorization, I/we also agree that risk of loss of goods delivered as described above will pass to us upon such delivery, and I/we release supplier from any liability due to theft, fire or any other cause.

This authorization will remain in effect until supplier receives a written notice of revocation sent to the email address above. Such revocation will not apply to deliveries made prior to receipt of the notice. Except as specifically set forth in this authorization, supplier's terms and conditions of sale related to the goods will remain in full force and effect.

\_\_\_\_\_  
Customer Business Name

\_\_\_\_\_  
Signature owner/officer

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Title

*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.*