

APD

Unattended location Delivery Authority

Position of Person providing Authority _____
Name of person providing authority _____
Company name & Address _____
Area goods to be left (i.e. reception, Dispatch) _____
Printed name & Signature _____
Signature _____
Date of authorization _____

We understand that it is APD's normal policy not to leave parcels at delivery addresses that are unattended but to leave a calling card so that the receiver is aware that a delivery attempt has been made.

We also understand that the purpose for this policy is to enable APD drivers to get proof of delivery signatures to protect APD and the sender of the goods.

This authority is to specifically authorize APD to leave the parcels at destinations that are unattended.

While we understand that APD will take reasonable steps to leave the parcels in a secure location, we recognize that there are inherent risks in leaving parcels without the appropriate receivers signature and indemnify APD and its employees and/or contractors against any claim of non-delivery.

This instruction is to remain in place until such time as it is revoked in writing

To APD management