



PICK-UP & DELIVERY FORMS

INSTRUCTIONS:

1. BEFORE CARRIER ARRIVES

- Fill out item and date in the both copies on both the PICK-UP and DELIVERY forms. Ensure both are completed for the same item
- Print it out.

TICK

2. AT PICK-UP

- Both sender and carrier sign the **PICK-UP** form in spaces provided.
- Tear off and keep a copy each.

3. AT DELIVERY

- Both recipient and carrier sign the **DELIVERY** form in spaces provided.
- Tear off and keep a copy each.

SUGGESTIONS

- Once you have filled out the item and date on both forms, you can email the **DELIVERY** form to the recipient so it is there ready when the carrier arrives.
- Alternatively, you can give it to the carrier to present to the recipient when they get there.
- If there is unlikely to be anyone at the delivery location, ensure you have made alternative arrangements with the carrier.



PICK-UP FORM

SENDER COPY

ITEM :

DATE :

SENDER - NAME :

SENDER - SIGNATURE :

I accept liability for the above item whilst it is in my care and transit.

CARRIER -NAME :

CARRIER – SIGNATURE :

CARRIER COPY

ITEM :

DATE :

SENDER - NAME :

SENDER - SIGNATURE :

I accept liability for the above item whilst it is in my care and transit.

CARRIER – NAME :

CARRIER – SIGNATURE :



DELIVERY FORM

RECIPIENT COPY

ITEM :

DATE :

I accept receipt of the above item.

RECIPIENT - NAME :

RECIPIENT - SIGNATURE :

CARRIER - NAME :

CARRIER - SIGNATURE :

CARRIER COPY

ITEM :

DATE :

I accept receipt of the above item.

RECIPIENT - NAME :

RECIPIENT - SIGNATURE :

CARRIER - NAME :

CARRIER - SIGNATURE :