CourierPost

CourierPost Authority To Leave Authorisation Form

The purpose of this form is to obtain the recipient's permission to allow CourierPost contractors to sign for and leave items addressed to the recipient at the address below without obtaining a signature from the recipient at the time of delivery.

Recipient Details

Company/Recipient Name _____

Contact Name/Position _____

Customer Address

Street No.&Name _____

Level No. / Unit No. etc _____

Suburb, Town _____

Contact phone number (0) _____

Please state below where on the property the items can be left (ensuring CourierPost contractors can obtain access to this area when the recipient is out / closed):

_____

I have provided the CourierPost contractor with keys/swipe cards to the area indicated above

☐ Swipe cards ☐ Keys

By signing below I/we agree that CourierPost or its contractors will not be liable for any loss or damage that results from leaving the consignment(s) as requested at the address detailed above. This agreement will remain in place until either party requests a change to or cancellation of this agreement in writing.

Please take this as my/the recipient's authority to leave all items** including signature required items at my/it's address (detailed above). Where the recipient is a company, I confirm I am authorised to sign this form on behalf of the company and to provide keys/swipe cards to the CourierPost contractor.

Recipient's/Authorised person's name/position : _____ Date: _____

Recipient's/Authorised person's signature : _____

**This agreement does not apply to items dispatched from exempt customers as specified on the CourierPost website http://www.courierpost.co.nz from time to time. As at the date of signing, this agreement does not apply to items dispatched from Panasonic, Wickliffe Press Ltd, LTSA, Mahi-Ora, Hewlett Packard, Kuehne & Nagel (Nortel Product), Schneider, all DHL Global Forwarding Product, RPG Medicine Management, LicenSys NZ Ltd, Raydar (formerly Alphabet Soup), All Domestic and International Registered items, Ezibuy, PricewaterhouseCoopers, Department of Internal Affairs (Passports). This list is subject to change.

Please returned signed agreement to your local courier, fax to 0800 657 698, post to: Attn Tele Sales, CourierPost PO Box 90 949, Auckland, or email – please sign the form, scan the document and email to: info@courierpost.co.nz.

Please consider the environment and recycle this document.