

CourierPost **Authority to Leave Form**

By completing this form you authorise CourierPost contractors to sign for and leave items addressed to recipients at the address below without obtaining a signature at the time of delivery.

Residential Business

Name:

.....

Company (if applicable):

.....

Delivery Address:

.....

Ph:

Email:

.....

Please state below where at the address items can be left. This must be somewhere that is weatherproof, out of view of the street and safe and easy for CourierPost contractors to access:

.....

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

Keys Swipe Card Both N/A

By signing below:

- I confirm that I have authority on behalf of the company or the people at the above named address to give the acknowledgements in this form, sign this form and provide it to CourierPost.
- I confirm that CourierPost contractors are authorised to sign for signature required items* addressed to people at the above named address and to leave items in the location specified.
- I acknowledge that CourierPost and its contractors will not be liable in any way for any loss or damage to items left at the address in accordance with this authority.
- I acknowledge the CourierPost contractors may at their sole discretion refuse to leave items at the specified location for any reason (including, for example, because the location does not meet the requirements set out in this form) and that CourierPost and its contractors will not be liable in any way for refusing to leave items in the specified location. Items not left at the specified location will be treated in accordance with CourierPost's usual processes for such items where delivery to the specified address is not possible.

Signature:

Date:

.....

Name/Position:

.....

* This agreement does not apply to items sent from exempt customers as specified on the CourierPost website www.courierpost.co.nz/authority-to-leave-exceptions/

Please return signed agreement to your local courier, depot or email contact.us@courierpost.co.nz.

Alternatively, post to:

Attn: CourierPost Customer Care Centre
Private Bag 208 038 Highbrook
Auckland

CourierPost is collecting your details for the purpose of administering this authorisation to leave. CourierPost may also use this information for the purposes of assessing existing and future delivery options. You may request to see the information we hold about you and to request correction of that information by calling our Customer Contact Centre on 0800 268 743.