

DOOR TO DOOR PROOF OF DELIVERY

Delivery Address

Originating Address

CONTACT

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TELEPHONE

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DELIVER NO LATER THAN:

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DO NOT DELIVER BEFORE:

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Contract Number	Quantity	Distribution Date	Distribution Number	Leaflet Design Number	Number of Boxes	Number of Pallets

Royal Mail Representatives

Signature

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Print Name

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Date

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Time

--

Customer Representatives

Signature

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Print Name

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Date

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Time

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Comments

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4.4 The customer shall take all Consignments to the Handover Point at the time and on the date specified on the delivery schedule, and not before. The Customer shall at this time provide a formal proof of delivery of Consignment form including the following details:

- (i) Contract Number;
- (ii) Number of pallets and/or boxes being delivered;
- (iii) the address to which the Consignment originated from;
- (iv) the address to which the Consignment is to be delivered;
- (v) date and time of delivery of the Consignment;

- (vi) the name and signature of the Royal Mail representative confirming receipt of the Consignment;
- (vii) the name and signature of the Customer's representative delivering the Consignment; and
- (viii) a space for comments to be recorded