

## Authority to Leave (ATL) Form

Our courier service procedures require a signature to be obtained as Proof of Delivery from the receiver of the consignment. In the event that the delivery address is unattended, our courier's driver is required to:

- Leave an "Attempted Delivery Card" advising the freight has been taken to the nearest post office or depot to await collection: or
- Return freight to a depot for delivery the next working day.

However, if you would prefer direct delivery of goods when your premises are unattended, please complete the delivery instructions and declaration section of this form for the courier to leave goods without a signature.

### Delivery Instructions:

When the premises referred to below the heading "Declaration" is closed or unattended, courier drivers are authorised to leave all goods at (Please leave same note at the place where you want the courier to leave the goods: door, entrance, lobby etc.):

### Declaration:

I/We agree that any goods delivered under this authority by Bluechip InfoTech shall be deemed to have been delivered, as if they had been signed for in accordance with the courier's normal delivery procedures and this authority may be used by Bluechip Infotech and courier in substitution for the receiver's signature.

I/We further agree that Bluechip Infotech shall not be held responsible for any loss, damage or other liability, occasioned to any, items or any claim by the sender, receiver or any other interested party. I/We hereby indemnify and shall keep Bluechip Infotech harmless from any claim or loss, damage or other liability occasioned to the courier as a result of acting on this authority, subject to general provisions of the courier's Conditions of Carriage.

Authorised Signature:-----Date-----

Print Name:-----Title-----

Company:-----

Street Address:-----

Post Code:-----Telephone-----Fax-----

**When completed and signed, please email back to [freight@bluechipit.com.au](mailto:freight@bluechipit.com.au)**

### Terms & Conditions

**Special note** – The receiver should place a note at the front door authorizing driver to leave goods at a specified location of the premises (e.g., sideway, back door etc.). The driver will take pictures of the note as a proof of delivery and goods be left without signature.