



## PRE-SIGN FOR YOUR DELIVERY Shipment Release Authorization Form

### Customer Instructions

If you won't be available on the day your delivery from Mary's Tack and Feed is expected to arrive, you'll need to 'pre-sign' for it if you want your package to be dropped off.

- 1) Print and read this Authorization form
- 2) Indicate your preferred delivery location
- 3) Print your name and sign the form at the bottom
- 4) Affix to the door so the driver can take it when your package is delivered.

• For security reasons, all deliveries are subject to the discretion of the driver. This is to ensure that the delivery of your package is not compromised once the driver departs.

• If your delivery is not completed, the driver will leave a door tag detailing the steps you can take to receive your package in a timely manner.

• You'll need a separate Release Authorization form for each tracking number listed on your order.

Address (Street, City, State, Zip)

Phone

I authorize delivery service to leave the package from Mary's Tack and Feed at the following [circle one]:

Check One

Front Door

Other

I am requesting that the delivery company leave the package at the location I've indicated above. I release Mary's Tack and Feed and the delivery company from any liability or responsibility of loss or damage by leaving this shipment at my request.

Print Name (First & Last)

Signature / Date