

Driver Release Agreement

Please print & complete this form then place a signed original in a location that is both visible and accessible to our driver. Please note: This Driver Release Agreement must be completed for each shipment.

X _____
(Date)

X _____
(Authorized signature)

X _____
(Authorized signer's name – Please print)

X _____
(Address – Please print)

X _____
(Order number – Please print)

I understand that my signature authorizes Next Day Office Supplies to leave my shipment at my address, even if no one is available to accept it. I also understand that Next Day Office Supplies is not liable for any loss or damage that may result from the delivery request I have made in this agreement.

Please note: Some orders are not suitable for driver release. The driver will leave a note with instructions on how to receive your order.

Please do not deliver my order right now. Please return on (Date)* _____.

*We will do our best to return on the date you've requested, but our drivers may not always be able to accommodate your request.

If you have any questions please call 1-866.430.9025