



Proof of Delivery (POD) and Additional Services Form (ASF)

The POD and ASF are Legal Documents

What You Need to Know Before You Sign Them

Take a quick moment and inspect your freight!

- You must make a note of any damages or shortages/overages on the POD or the ASF and have the delivery driver sign them before leaving.
- When you sign a POD without making these notes or sign clear on the driver's handheld without requesting an ASF, you acknowledge that you received the freight or shipment in good order.

The carrier is no longer responsible for any damages or shortages.

Know Your Customer's Delivery Requirements

Here are some questions that you may ask your own customers to understand their delivery requirements:

- 1 Do you have the means to off-load the shipment? (such as a fork lift or delivery dock)**
 No In this case, a **Power Tailgate Delivery Service*** would be needed.
- 2 Do you require the shipment to be carried inside the building as described below?**
 - Driver is required to go beyond immediate area of receiving door.
 - Requested delivery to a location other than the ground floor.
 - The handling unit (s) of the freight exceeds the width and or height of the receiving door and the driver must break down the unit (s) to complete the pick up or delivery, where the actual weight of any individual piece exceeds 75lbs or the actual weight of the total shipment exceeds 300lbs. **Yes** In this case, an **Inside Delivery Service*** is needed.
- 3 Is the delivery destination a private residence?**
 Yes In this case, a **Private Residence/Limited Access Delivery Service*** is required.
- 4 Do you require a delivery at/by a certain time?**
 Yes In this case, an **Appointment/Call Notification Service*** is needed.

Both the POD and the ASF are legal documents!
 Please review these instructions to understand what is required before you sign them!

*Accessorial services. Additional charges may apply.

Additional Services Form

