



Driver Release Agreement

Please print and complete this form then place a signed original in a location that is both visible and accessible to our driver.

Please note: If more than one order is being delivered, we require that a separate Driver Release Agreement is completed for each.

(Date dd/mm/yyyy)

(Authorized signature)

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

Please note: In certain instances, your order may not be suitable for driver release. The delivery driver will leave a note with instructions on how to receive your order.

(Authorized signer's name - Please print)

(Company name - Please print)

(Address - Please print)

(Order number - Please print)

(Special Instructions - Please print)