



## Customer Instructions

If you won't be available on the day your delivery from the Apple Online Store is expected to arrive, you'll need to "pre-sign" for it if you want your package to be dropped off. We've made that easy for you.

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

## Important Information, please read:

- 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.

## I authorize UPS to leave the following referenced package:

Tracking Number: \_\_\_\_\_

Recipient Address: \_\_\_\_\_

Company Name (optional): \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

## At the following designated place:

Front door       Back door

Other \_\_\_\_\_

Neighbor or Building Manager

Address \_\_\_\_\_

(Your neighbor or building manager must be present to sign for the package. Provide address above.)

By my signature, I am requesting that UPS leave the shipment at the location indicated above. I release UPS from all liability for any loss or damage that may result from leaving this shipment at my request.

Print Name (First and Last Name): \_\_\_\_\_

Recipient Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### UPS Use Only

Zip: \_\_\_\_\_

Delivery Date: \_\_\_\_\_