



Shipment Release Authorization

Customer Instructions	Additional Information
<ol style="list-style-type: none">1. Print this page and use this form if you will not be home on the day of your expected delivery.2. Please mark your preferred delivery location and sign below. Your package cannot be delivered without a valid signature.3. Affix to your front door before 8:00am on the day of your expected delivery. <p>Note: A separate Release Authorization form is required for each package.</p>	<p>UPS will not deliver the package unless this Release Authorization is present for the driver to collect when the delivery is attempted. If a neighbor's address is indicated below, someone at the address must sign for the package. UPS will not deliver the package to an address other than the address on the package without obtaining a live signature. All deliveries are subject to driver's discretion for safety and security reasons.</p> <p>Visit ups.com to track your shipment.</p>

I authorize UPS to leave the following referenced package:	At the following designated place:
<p>Tracking Number:</p> <p>Recipient Name:</p> <p>Recipient Address:</p> <p>Zip:</p>	<p><input type="checkbox"/> Front door <input type="checkbox"/> Back door</p> <p><input type="checkbox"/> Other _____</p> <p><input type="checkbox"/> Immediate Neighbor or Building Manager</p> <p>Address _____</p> <p>(Your neighbor or building manager must be present to sign for the package. Provide address above.)</p>

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's Signature: _____ Date: _____

UPS use only	
Driver Instructions:	1. Clarify the consignee's name with the delivery device keypad.