



## Signature Release Agreement

 **Print this page**

**For orders less than \$200 in total - 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 Signature Release Agreement is completed for each.

X \_\_\_\_\_  
(Date)

X \_\_\_\_\_  
(Authorized signature)

**X\_\_\_\_\_ I understand that my signature authorizes Monk Office to leave my shipment at my address, even if no one is available to accept it. I also understand that Monk Office 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 signature release. The delivery driver will leave a note with instructions on how to receive your order.

X \_\_\_\_\_  
(Authorized signer's name – Please print)

X \_\_\_\_\_  
(Company Name – Please print)

X \_\_\_\_\_

\_\_\_\_\_  
(Address – Please print)

X \_\_\_\_\_  
(Order number – Please print)

X \_\_\_\_\_

\_\_\_\_\_  
(Special Instructions – Please print)

**If you have any questions please call 250-384-0565 or 1-877-735-3433.**