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**Shipment Release Authorization**

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| **Customer Instructions** |
| 1. Print this page and use this form if you will not be home on the day of the expected delivery |
| 2. Please indicate your preferred delivery location (driveway, front porch, side of house). Trans-Cal driver/contractors will not deliver to a rear yard, inside of garage, or inside of residence.  |
| 3. Affix this signed form to the front door prior to 8:00 AM on the date of the expected delivery |
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| **Note:** A separate form must be completed if there are multiple shipments. |
| **Note:** Trans-Cal will not leave the shipment unless this form is properly completed , signed and |
|  available to the driver. |
| **Note:** All deliveries are subject to the driver/contractor’s discretion for safety and security reasons. |
| **I authorize Trans-Cal to leave the following referenced shipment:** |
|   |
| Consignee Name (Print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Consignee Delivery Address (Including Zip Code): |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Consignee Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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| **Special Instructions, Requested Delivery Location:** |
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**By my signature, I am requesting that Trans-Cal leave the shipment at my location as indicated above. I release Trans-Cal from all liability for any loss or damage that may result from leaving this shipment at my request.**

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

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