

Fax To: Castle Parcels Customer Services

Branch: \_\_\_\_\_

Fax Number: \_\_\_\_\_

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## AUTHORISATION TO LEAVE CONSIGNMENT AT UNATTENDED PREMISES

Castle Parcels policy is that no items should be delivered if the premises are unattended.

This authorisation form will ensure your consignment is delivered to the address below if it is unattended during the time of delivery and will indemnify Castle Parcels against any damage or loss.

Name: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

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

Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Please indicate specific location i.e. under deck, in letterbox:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I/We, the undersigned, hereby give Castle Parcels the authority to deliver parcels at the above address if unattended.  
I/We understand that no signature will be obtain and that Castle Parcels are protected against any loss or damage of these items

Signed: \_\_\_\_\_ Date: \_\_\_\_\_