

## **Cookie Receiver Checklist – Before You Sign the P.O.D (Proof of Delivery)**

\* It is very important to remember that credits or replacement cases can not be given if missing or damaged cases are not noted on the P.O.D. \*

Please ensure that you have completed all the steps included in this checklist before signing the P.O.D. on the day of your delivery.

- Cases have been counted twice to ensure the correct amount is delivered
  
- Cases have been fully inspected twice to ensure that no damaged cases are delivered
  
- Damaged cases have been returned to the driver
  
- Missing cases have been reported to the driver
  
- Extra cases have been returned to the driver
  
- The number of damaged cases has been written on the P.O.D. (if driver was unable to replace at time of delivery)
  
- The number of missing cases has been written on the P.O.D. (if driver was unable to replace at time of delivery)
  
- Ensure that you have completed all steps listed above before Signing P.O.D.
  
- P.O.D. is signed

**\*If the driver is unable to replace any damaged or missing cases on the day of delivery this must be written on the P.O.D. so that replacement cases can be delivered at a later date or a credit can be received. Damaged or missing cases must be reported to the Cookie Coordinator immediately\***