**Pictures Policy**

It is critical that all customer deliveries excluding mail rooms and concierges have pictures with them that serve as proof of delivery. IF a customer complains that they did not get the package and we do not have proof of delivery, we are held liable for this. When taking pictures you must ensure that:

1. The picture has the package in it.
2. Picture is not blurry
3. Picture is visible and not too dark and must not be taken inside the van.
4. Picture is taken from at least six feet away to ensure no customer details are visible
5. Picture must NOT have any humans or human reflections in them

If you are one of the bottom 10 performers for the week, you will get a write up. Four or more write ups in two months will result in termination.

DA Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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