



1-800-CALL-DHL

# Signature-on-File Agreement

I, the undersigned, authorize DHL Express to deliver all future shipments addressed to me at the location specified below without obtaining a signature. I shall not hold DHL liable for any damages arising out of DHL's compliance with these instructions. This agreement lapses if DHL is unable to reach me for periodic verification at the address/phone specified.

I understand that DHL will leave all future shipments based on my signature and instructions on this form. If I am absent at delivery, DHL will leave shipments without seeking a new signature, unless the shipment is in some way restricted (e.g. wine) or the shipper has specifically selected a signature "Proof of Delivery" service.

\* Consignee/Recipient Name: \_\_\_\_\_

DHL Account Number: \_\_\_\_\_

\* Address: \_\_\_\_\_  
(street, city, state and zip code)

\* Where to leave shipments: \_\_\_\_\_  
(e.g. "inside front screen door")

\* Phone Number: \_\_\_\_\_

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

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

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

Service Center Personnel Signature \_\_\_\_\_ Date \_\_\_\_\_

Comments \_\_\_\_\_

\* Required

**Please return this form to your DHL Courier or your local DHL Service Center.**