

<b>Station:</b>		<b>Date:</b>	
-----------------	--	--------------	--

<b>Courier Name:</b>							
<b>Courier Emp. No.:</b>							
<b>A. Courier Image</b>							
Complete Uniform							
SMSA ID Badge							
Polish Shoes							
Tidy Haircut							
Fresh Body Smell							
<b>B. Equipment / Supplies</b>							
Scanner							
Trolley							
Bin							
Clipboard							
Pen & Marker							
Tape Measure							
Masking Tape							
Receipt Voucher							
Blank AWB's							
Commercial Invoice							
Indemnity Form							
Insurance Book							
POD Sheet							
PUP Manifest							
Gate Pass							
DEX Sticker							
Window Pouch							
SMSA Envelope							
SMSA Pak (L / XL)							
<b>C. Company Vehicle</b>							
Plate No.							
Current KM							
Next Service Due - KM							
Vehicle Log Sheet							
Decals							
Dent / Scratches							
Cleanliness - Inside							
Cleanliness - Outside							
<b>D. Overlooked Items</b>							
Shipments							
Supplies							
Forms							

<b>Remarks:</b>	

<b>Prepared By:</b>		<b>Approved By:</b>	
	Signature over printed name <b>Operations Supervisor</b>		Signature over printed name <b>Operations Manager</b>