



Crunch Time Courier, Inc.

Delivery Request Readiness Checklist

Businesses and customers coordinating ordinary parcel delivery, returns or document movement.

Use for ordinary delivery coordination. Do not use this pack as authorization to carry restricted, hazardous, medical or other regulated goods.

Four checks before you proceed

Confirm the item and service fit

Describe the item, dimensions, weight, packaging and handling needs. Confirm the pickup and delivery contacts and service window. Ask the provider whether the item is accepted before booking. Do not label an item as ordinary when it needs special handling. Keep confidential contents out of the general dispatch worksheet; record a reference rather than the document itself.

Prepare pickup and return instructions

Provide exact access instructions, a reachable contact and any authorized return label or carrier reference. Confirm who supplies packaging and who may release the item. Check that a retailer or carrier return instruction is current. A scheduled pickup does not itself establish that the return has been accepted by the retailer.

Record each handoff

Use a timestamp, item reference and person or location receiving the item. Record exceptions such as no access, incorrect address or recipient unavailable. Follow the agreed instructions for a failed attempt rather than inventing a new destination. Share updates only with authorized parties. Keep any permitted delivery evidence associated with the dispatch reference.

Resolve exceptions and reconcile

Compare the completed service with the agreed route and handoff requirements. Record extra attempts, changed instructions and unresolved concerns. Distinguish provider delivery evidence from a retailer refund decision. Close the job only when the delivery outcome and any open issue are documented. Preserve the communication history for the agreed retention period.

Your next step

Open question	Who should answer	Next date

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