



GOOD DAY, CORPORATE SERVICES PARTNER! 3 PAGES INCLUDED – PLEASE READ ALL

Express Shopfitters Inc. through its 'Corporate Services' brand has organized appointments with stores based on specific defined timelines – please abide by them. PRINT AND BRING ALL DOCUMENTS WITH YOU. **Your smart phone must have active data and international calling plans so you can TEXT/CALL as per below. NEVER text the 877# below. Your Sign Off Form [SOF] & Service Visitation Card [SVC] follow below.

5-STEP PROTOCOL: YOUR PAYMENT IS BASED ON SUBMITTING INFO AS NOTED BELOW. IT'S QUICK & EASY!

1. **Always** introduce yourself as “[Brand noted on Service Form] Corporate Services Department.”
2. **WHEN ARRIVING AT SITE** tech **MUST** text a picture of the store entrance to +1 416-662-3102 **tagging with store /mall / city name.** Then immediately text photo of the work area/display being serviced.
3. **MINIMUM 10 PROGRESS PICTURES** [Start, During and Finish] **MUST** be texted to +1 416-662-3102 as work is being done. **Tag EACH picture with a description.** Low resolution [max 1MB] jpegs.
4. **SERVICE VISITATION CARD MUST be left at the display** then text a picture of it to +1 416-662-3102. **NOTE: NO ADDITIONAL PAPERWORK IS TO BE LEFT ON SITE. TAKE SIGN OFF FORM WITH YOU.**
5. **SIGN OFF FORM MUST be texted** to +1 416-662-3102 **BEFORE leaving the site** with **minimum 20-word summation noting events/actions.** For ease, just use the talk-to-text feature on your phone.

Before leaving site, the CS lead is to call +1 877-800-7843 to confirm that all texts have been received so that they can be Cleared from the site. If no answer, leave a message, text that you have left a message, wait 10-minutes, then Clear automatically. CALL BACKS ARE NO CHARGE TO SHOPFIT IF PROCESS IS NOT FOLLOWED.

In keeping with the mutual NDA between our firms, together “you and I” are representing the CS client on site. We are all one. ABSOLUTELY NO cross-selling, discussion of future scheduling, pricing, logistics, or guarantees.

Therefore:

- Outerwear must be brand neutral and non-competitive. NO corporate branded outerwear is permissible. Wearing PLAIN BLACK golf shirts or T-shirts is preferred.
- All clothing is to be clean, and in a good state of repair --- and non-offensive, *in any manner.*
- Any visible documentation must be of CS origin. CS site leads cell phones are to be answered with a personal greeting, not a corporate one while on CS calls.
- While on site the CS team is to act in a professional and courteous manner.

***Please note we cannot pay invoices without having a completed Corporate Services Sign Off Form on file.**

We can't complete our project docket without it – and this is also part of the mutual Terms of Service between all parties. So, please ensure ALL sections are completed IN FULL - and texted - prior to leaving site.

Sincerely,

Ray Bakker | President
Corporate Services Ltd.

V092420



CORPORATE SERVICES / Mandatory Project Sign-Off Form

WITHOUT EXCEPTION: to receive payment for Work this form must be fully completed & signed by ALL parties

NOTICE: BEFORE LEAVING SITE, THIS COMPLETED FORM INCLUDING ALL PICTURES MUST BE SENT VIA TEXT TO 1-416-662-3102

This Section To Be Completed By The CS Lead Installer Only

BRAND SERVICED OR PROJECT NAME: _____

RETAILER NAME: _____ **Store #:** _____

LOCATION: _____
Venue Name or Street Address | City Name | State / Prov.

CS Lead Name: _____ **NUMBER IN CS CREW:** _____

>> DATE: ____ / ____ / ____ **TIME IN:** _____ AM/PM **TIME OUT:** _____ AM/PM
Month Day Year

CS Site Lead to only Check mark the appropriate boxes

- 1. **CHECKED IN** with onsite representative No one was onsite to check IN with
- 2. **CHECKED OUT** with onsite representative No one was onsite to check OUT with

LIST SUPPLIES YOU PURCHASED FOR USE ON – AND LEFT AT – THIS SITE to complete Scope of work.
This is a MUST for your reimbursement, and for inventory control purposes. **Do NOT show \$ values.**

- 3. **AS LISTED** [include item name and quantity used]
 - a) _____
 - b) _____

UPON LEAVING SITE:

- 4. **Garbage:** None Left on site with store approval Taken by carrier Taken by CS
- 5. **Work is COMPLETE:** No deficiencies **Work is INCOMPLETE:** Deficiencies are as follows:
c) _____ d) _____

*Detail all deficiencies. Include items such as overages, shortages, damage, wrong size or incorrect products, etc.
If add'l pages used please ensure that the Store Manager, Site Manager or GC signs [no initials] each add'l page.*

CS LEAD SIGN OFF: _____
PRINTED Name | SIGNATURE

This Section To Be Completed By Site Authority Only

To assist in improving Client services, STORE to check mark and comment below. Thank you!

- 6. Installer(s) acted in a courteous and professional manner in accordance with your standards
 Yes **No** Comments: _____
- 7. Visitation Card was left and Time IN and OUT and Number in Crew is noted above
 Yes **No** Comments: _____
- 8. **Additional comments:** _____

>> STORE SIGN OFF: _____
PRINTED Name | SIGNATURE



**SERVICE VISITATION CARD TO BE LEFT
ON THE DISPLAY BEING SERVICED**

DEAR MANAGER ON DUTY,

***CORPORATE SERVICES* WAS HERE TO SERVICE
THE BELOW ITEM AT THE REQUEST OF YOUR VENDOR**

TODAY'S DATE _____

BRAND SERVICED _____

RETAILER NAME _____

CITY & STREET _____

WORK PREFORMED / STORE INSTRUCTION / NOTES

1) _____

2) _____

**MOD, IF YOU HAVE ANY QUESTIONS PLEASE CONTACT
US BELOW AT YOUR EARLIEST CONVENIENCE.**

***CORPORATE SERVICES* SUPPORT MANAGER**

- **DIRECT: +1 (877) 800-7843**
- **EMAIL: HELP@CORPORATESERVICESLTD.COM**