



GOOD DAY, CORPORATE SERVICES PARTNER!

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.** Ensure you bring a **smart phone with active data and long-distance plans** so you can TEXT/CALL as per below. **Do not text to 877# shown. 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. CS techs **MUST** text a picture of the store entrance to +1 416-662-3102 **when they arrive on site, tagging with store /mall / city name.** This check-in is immediately reported upline to client HQ.
3. Minimum 20 “on-the-go” PROGRESS PICTURES [Start, During and Finish] **MUST be texted to +1 416-662-3102 BEFORE leaving site.** Tag EACH picture with a short description. Never by email.
4. SIGN OFF FORM **MUST be texted** to +1 416-662-3102 **BEFORE leaving the site** with **100-word summation noting events and actions. For ease, just use the talk-to-text feature on your phone.**
5. 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.

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.

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 prior to leaving site.

Sincerely,

Ray Bakker | President
Corporate Services Inc.

V101219



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 Lead CS Installer

PROJECT NAME: [Email Subject Name / or Brand] _____

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

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

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

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

CS Site Lead to Check mark appropriate boxes only

- 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 TRADE PURCHASED SUPPLIES USED OR LEFT ON SITE to complete this Scope of work
This is a **MUST** and is required for inventory control and reimbursements purposes. **Do NOT show \$ values.**

- 3. **None** ; or **Some** as listed below [include item name and quantity used]
a) _____ b) _____

UPON LEAVING SITE:

- 4. **Garbage:** taken by carrier ; taken by CS ; was left on site ; or there was **NO** garbage
- 5. **Work is COMPLETE:** with no deficiencies ; or **Work is INCOMPLETE** and the deficiencies are:
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 Only By Store Manager / Contact / or GC

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 Only 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 _____

STORE NAME _____

MALL OR STREET NAME _____

PRODUCT OR BRAND _____

BASIC WORK DONE OR INSTRUCTION _____

**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@CORPORATESERVICESINC.CA**