

Good day, Corporate Services Partner!

3 Pages Included – Please Read All

Corporate Services Ltd [CSL] has organized appointments with stores based on specific defined timelines – please abide by them. **PRINT & BRING ALL DOCUMENTS WITH YOU.** See final pages for step-by-step guide.

Your smart phone must have the **WhatsApp app downloaded and you will need to join the designated group set up for the project. Your Sign Off Form [SOF] & Recap Form follow below.

YOUR PAYMENT IS BASED ON SUBMITTING INFO AS NOTED BELOW. IT'S QUICK & EASY!

ALWAYS introduce yourself as "Corporate Services for [Brand being serviced]."

1. a) BEFORE ENTERING THE STORE

The tech must upload a photo of the store's main entrance and tagging it with Retailer Name, Store# and City.

b) BEFORE DOING ANY WORK

The tech must upload a photo of the work area being serviced.

2. PROGRESS PHOTOS

Must be uploaded **EVERY 15 MINUTES** as work is being done including a photo of the entire display in 1 shot when completed. Tag each upload with an explanation. End with a short video of the entire environment serviced, including where any waste was left/brought.

3. SIGN OFF FORM AND RECAP

Must be uploaded **BEFORE leaving site** and must be fully completed – ALL SECTIONS. If not, you will need to resubmit for payment. **MUST NOTE PO #. TAKE WITH YOU.**

Before leaving site, **the CSL lead is to call their ShopFit PM to confirm that they can be Cleared from the site.** If no answer, leave a voice message, then a WA message, wait 10-minutes—if no response from CSL then you are cleared automatically.

CALL BACKS ARE NO CHARGE TO SHOPFIT IF THE ABOVE PROCESS IS NOT FOLLOWED.

In keeping with the mutual NDA between our firms, together "you and Corporate Services [we]" are representing our client on site. ABSOLUTELY NO cross-selling, discussion of scheduling, pricing, logistics, or guarantees to site staff.

- Outerwear must be brand neutral and non-competitive. NO personal business branded outerwear is permissible. Wearing PLAIN BLACK golf shirts or T-shirts is preferred, or CSL logo wear if provided.
- 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 CSL origin only.
- While on a CSL project, site leads phones are to be answered with a personal greeting, not your brand.
- While on site the CSL team is to act in a professional and courteous manner.

***Full Payment is based upon you meeting the Terms and Conditions above.** We can't complete our project docket without it – and this is also part of the mutual Terms of Service between all parties, including ShopFit with its clients. So, please ensure photos, videos, uploads and forms are completed prior to leaving site.

CORPORATE SERVICES LTD / Mandatory Project Sign-Off Form

REFER TO COVER PAGE FOR TERMS AND CONDITIONS FOR PAYMENT

This Section To Be Completed By The CSL Lead Installer Only

Brand _____

PO # for Payment _____

Retailer _____

Store # _____

City _____

Mall _____

State / Prov. _____

CSL Lead Full Name _____

Number in CSL Crew

Date (Month / Date / Year) _____

Time In

Time Out

CSL Site Lead to only checkmark the appropriate boxes

- 1. **CHECKED IN** with onsite representative
- 2. **CHECKED OUT** with onsite representative
- 3. **DEAD CALL** Note reason in section 7. below

- No one was onsite to check IN with
- 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 reimbursement purposes. **INCLUDE \$ values in 3. below and show photo of receipt.**

Include item name and receipt cost. If not shown, then absolutely no reimbursement (at cost) is allowable.

a) _____ \$ _____

b) _____ \$ _____

Upon Leaving Site

4. **Garbage** None Left on site with store approval Taken by carrier Taken by CSL

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 addtl pages used please ensure that the Store Manager, Site Manager or GC signs [no initials] each addtl page.

CSL Lead Full 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 courteously and professional manner in accordance with store standards

Yes No Comments: _____

7. Additional comments:

STORE SIGN OFF:

DEPARTMENT MANAGER Printed Name

SIGNATURE only --- No Initials Accepted

SERVICE CALL RECAP

Retailer

Brand

PO Number

City

Date (Month / Date / Year)

CLIENT SIGNATURE WHEN REQUIRED

Printed Name

Signature

Date

Step by Step Mandatory Project Reporting Protocol - EXAMPLE ONLY

**Your smart phone must have the [WhatsApp app downloaded](#) and you will need to join the designated group set up for the project. This is a Free Application to download.



1. a) BEFORE ENTERING THE STORE

The tech must upload a photo of the store's main entrance and tagging it with Retailer Name, Store# and City.



SDM 2411 / Saskatoon / Laura Mercier Gondola Install

1. b) BEFORE DOING ANY WORK

The tech must upload a photo of the work area being serviced.



Gondola prior to the Installation

2. PROGRESS PHOTOS

Must be uploaded **EVERY 15 MINUTES** as work is being done INCLUDING a photo of the entire display in 1 shot with a video when completed. Please Tag EACH upload with an explanation.



Progress Photo; Bottom of the gondola (acrylic piece) was replaced



Progress Photo; Bottom shelves of Bay 1 installed

Step by Step Mandatory Project Reporting Protocol



Completion Photo; The entire Display in 1 shot



Do a video of the complete service area

3. SIGN OFF FORM AND RECAP

Must be uploaded **BEFORE** leaving site and must be fully completed – ALL SECTIONS. If not, you will need to resubmit for payment. **MUST NOTE PO #. TAKE WITH YOU.**

SHOPFIT

CORPORATE SERVICES LTD / Mandatory Project Sign-Off Form
REFER TO COVER PAGE FOR TERMS AND CONDITIONS FOR PAYMENT

This Section To Be Completed By The CSL Lead Installer Only

Brand: Laura Mercier Gondola P.O. # for Payment: ARI-4373
Retailer: Shoppers Drug Mart Store #: 5042411
City: Saskatoon State: SK
CSL Lead Full Name: Don Trappel Number in CSL Crew: 2
Data (Month / Date / Year): 9/27/2028 Time In: 10:00 Time Out: 12pm

CSL Site Lead to only checkmark 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
 3. DMR CALL with reason in section 2 below

LET'S GO! (YOU HAVE BEEN FORGED IN AND LEFT AT THIS SITE TO complete Service or work. This is a MFT for vendor/review purposes. INDULGE & LEAVE IT. Leave and take photo of receipt.)

Include item name and receipt cost. If not shown, then absolutely no reimbursement (at cost) is allowable.

4. Total for Repair: \$ 4.99

Upon Leaving Site

4. Garage: No Left on site with store approval Taken by carrier Taken by CSL

5. Work is COMPLETE: No deficiency Work is INCOMPLETE Deficiencies are as follows:

6. Additional comments:

CSL Lead Full Signature: 

This Section To Be Completed By Site Authority Only

To avoid incurring Client's services, STORE to check mark and comment below. Thank you!

6. Installed/acted in a courteous and professional manner in accordance with store standards
 Yes No - Comments: Excellent installer

7. Additional comments:

STORE SIGN OFF: Tim Price 
DEPARTMENT MANAGER Printed Name:  SIGNATURE only — No initials Accepted

SHOPFIT

SERVICE CALL RECAP

Retailer: Shoppers Drug Mart Brand: Laura Mercier Gondola
PO Number: ARI-4373 City: Saskatoon
Date (Month / Date / Year): 9/27/2028

TIME	DETAILS
10:00	Arrive site and sign in
10:43	Installed into bank and wing nuts installed
11:05	Complete repair
11:15	Bank one in progress
11:30	Bank two in progress
11:45	Report and pictures

CSL LEAD NAME: Don T

CLIENT SIGNATURE WHEN REQUIRED

Printed Name: Signature: Date:

Before leaving site, as the CSL lead you are to message via WhatsApp or call CSL's project PM to confirm that the lead can be cleared from the site. **Do NOT leave until then** – we need to also get confirmation from our client. This is part of our guarantee to our client.

CALL BACKS ARE NO CHARGE TO CSL IF THE ABOVE PROCESS IS NOT FOLLOWED & Full Payment is based upon you meeting the Terms and Conditions noted above. Thank you for your support!