

## 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 _____		<input type="text"/> Number in CSL Crew	
Date (Month / Date / Year) _____		<input type="text"/> Time In	<input type="text"/> Time Out

### CSL Site Lead to only checkmark the appropriate boxes

- |  |  |
|--|--|
| <input type="checkbox"/> 1. <b>CHECKED IN</b> with onsite representative     | <input type="checkbox"/> No one was onsite to check IN with  |
| <input type="checkbox"/> 2. <b>CHECKED OUT</b> with onsite representative    | <input type="checkbox"/> No one was onsite to check OUT with |
| <input type="checkbox"/> 3. <b>DEAD CALL</b> Note reason in section 7. below |  |

**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) _____ \$ _____
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### 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 add'l pages used please ensure that the Store Manager, Site Manager or GC signs [no initials] each add'l 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 courteous 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



## 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

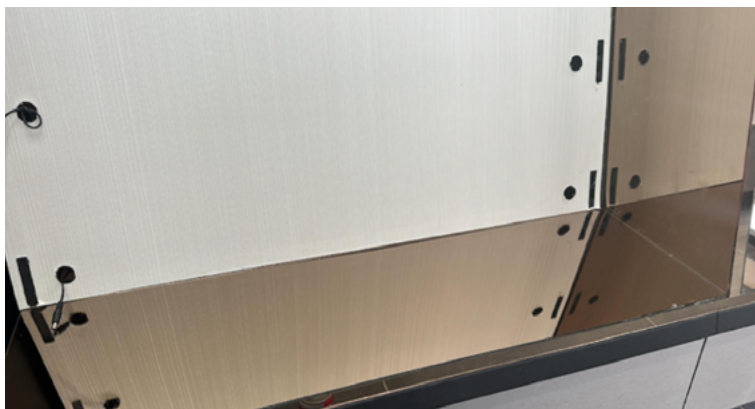
The tech must upload a photo of the work area being serviced.



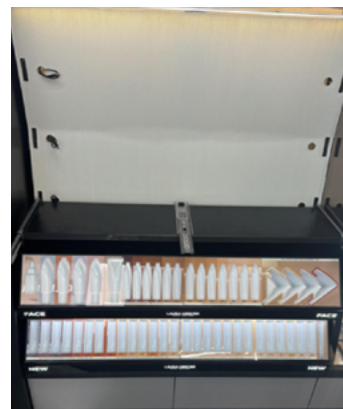
Gondola prior to the Installation

## 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

