



## Good day, Corporate Services Partner!

### 5 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.

**You must include Sign Off Form and the Recap Form with your service invoice to be considered for payment.**



REFER TO COVER PAGE FOR TERMS AND CONDITIONS FOR PAYMENT  
TO BE RETURNED WITH YOUR INVOICE

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  No one was onsite to check IN with
- 2. CHECKED OUT with onsite representative  No one was onsite to check OUT with
- 3. DEAD CALL 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 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 addt'l pages used please ensure that the Store Manager, Site Manager or GC signs [no initials] each addt'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:

\_\_\_\_\_ SIGNATURE only --- No Initials Accepted  
 DEPARTMENT MANAGER Printed Name





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**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**

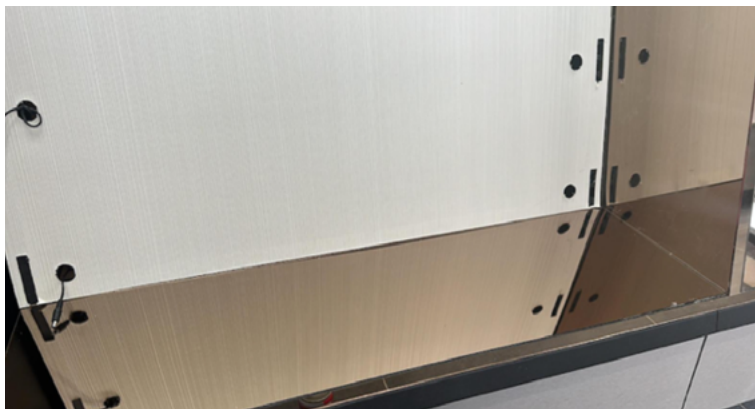
The tech must upload a photo of the work area being serviced.



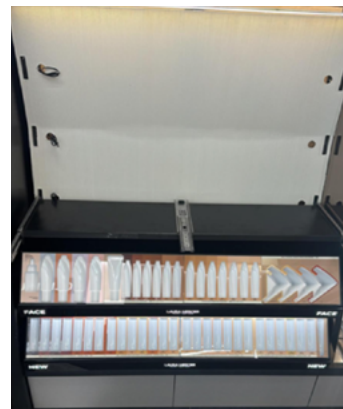
Gondola prior to the Installation

**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

