

# The Delivery Guys, drivers operation guide 1212018



## The Delivery Guys

Just now • Waller, Texas • 🌐

# 18120  
77007 to 77079  
SV...2/30 LBS

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**The Delivery Guys**  
**I want it**

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**The Delivery Guys**  
**Picked up**

Date	1-1-18	Deliver To	1200 MAIN St. 77079	Order #	18120
Notes	2 pcks 30lbs		POD	3	

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**The Delivery Guys**  
**Delivered**

Date	1-1-18	Deliver To	1200 MAIN St. 77079	Order #	18120
Notes	2 pcks 30lbs		POD	3	Joe Friday

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Service requests are posted on our Facebook page, an example on the left, order # 18120, pu at 77007, deliver to 77079, small vehicle, 2 packages 30 lbs.

The first driver who responds gets the delivery, we contact that driver with the pickup info, when you pickup fill out the POD sheet with the delivery address and post a picture of it as a comment on the same post on the Facebook page with "picked up" and when you deliver post a picture of the POD signature on the same Facebook page with "delivered", this is very important.

Failure to comply with this process can result in us not invoicing for the service and nobody gets paid.

A proof of delivery is required for every order unless our office gives permission for any exceptions, failure to get a signature can result in the service not being invoiced and you not being paid for it.

Clients expect their items to be picked up and delivered ASAP, if you cannot pick up within 20 to 30 minutes do not ask for the work, once you accept the work you are expected to complete it as required by our client, your failure to complete the work as required can result in not being able to invoice for the work which means you do not get paid. If there is any delay in service you must notify us immediately.

If a client offers you work that was not dispatched through our office you must contact us to receive approval before accepting it, you are not allowed to accept any payment or change any charges or payment terms. Providing a ride to a client and charging them for it is prohibited by law, we are not licensed to transport people for a profit. You do have the right to offer a client a free ride.

Any tips is between the client and the driver, no tips can be added to the invoice, no advances are paid.