

Did you know....

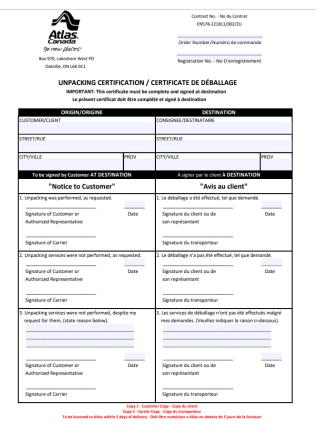
The Government Unpacking Certification report is a MANDATORY form that Atlas Canada must include when invoicing the Canadian Government.

Without the proper completion of this form, Atlas Canada cannot invoice Canada for the work that you have done on any relocation.

What does the PVO do?

When picking up documents from the operations window, make sure you have a copy of this form. (Don't leave without it).

When delivering to destination, make sure you have the customer sign the form when/if they decline the unpack, or if you, (the PVO), are unpacking.



If the Destination Agent is performing the unpack, it is their responsibility to get the form completed.

Section #1

When unpacking is performed.

To be signed by Customer AT DESTINATION "Notice to Customer"		À signer par le client À DESTINATION "Avis au client"	
Authorized Representative Signature of Carrier		son représentant Signature du transporteur	

Section #2

When the member DOES NOT WANT an unpack.

2. Unpacking services were not perform	ned, as requested.	2. Le déballage n'a pas été effectué, te	l que demandé.
Signature of Customer or Authorized Representative	Date	Signature du client ou de son représentant	Date
Signature of Carrier		Signature du transporteur	

Section #3

When the member WANTS an unpack, but it is NOT PERFORMED.

 Unpacking services were not performed, despite my request for them, (state reason below). 		Les services de déballage n'ont pas été effectués malgré mes demandes. (Veuillez indiquer la raison ci-dessous).	
Signature of Customer or Authorized Representative	Date	Signature du client ou de son représentant	Date
Signature of Carrier		Signature du transporteur	

Properly completed documentation is one of the easiest ways to avoid needless non-compliance penalties. If you have any challenges getting this document signed, please reach out immediately to Atlas Canada Government & Corporate Services. Ask for their help in solving your situation. (*It may be a good idea to inform the MC as well*).

It also contributes to faster payments for Agents & PVO's. When revenue auditors have everything they need to process the file, you see quicker results.

Should you have any questions about revenue documentation, please contact Colleen Boxall at cboxall@atlasvanlines.ca

Make sure to ask yourself, "Have I done everything I can to protect myself and my Agent?"

PROPER DOCUMENTATION IS YOUR BIGGEST ADVANTAGE!