

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.

 Box 970, Lakeshore West PO Oakville, ON L6K 0C1		Contract No. - No du Contrat ENS78-221811/002/ZU Order Number/Numéro de commande Registration No. - No D'enregistrement	
UNPACKING CERTIFICATION / CERTIFICATE DE DÉBALLAGE IMPORTANT: This certificate must be complete and signed at destination Le présent certificat doit être complété et signé à destination			
ORIGIN/ORIGINE CUSTOMER/CLIENT STREET/RUE CITY/VILLE		DESTINATION CONSIGNEE/DESTINATAIRE STREET/RUE CITY/VILLE	
To be signed by Customer AT DESTINATION "Notice to Customer" 1. Unpacking was performed, as requested. Signature of Customer or Authorized Representative _____ Date _____ Signature of Carrier _____		À signer par le client À DESTINATION "Avis au client" 1. Le déballage a été effectué, tel que demandé. Signature du client ou de son représentant _____ Date _____ Signature du transporteur _____	
2. Unpacking services were not performed, as requested. Signature of Customer or Authorized Representative _____ Date _____ Signature of Carrier _____		2. Le déballage n'a pas été effectué, tel que demandé. Signature du client ou de son représentant _____ Date _____ Signature du transporteur _____	
3. Unpacking services were not performed, despite my request for them, (state reason below). _____ _____ Signature of Customer or Authorized Representative _____ Date _____ Signature of Carrier _____		3. Les services de déballage n'ont pas été effectués malgré mes demandes. (Veuillez indiquer la raison ci-dessous). _____ _____ Signature du client ou de son représentant _____ Date _____ Signature du transporteur _____	

Copy 1 - Customer Copy - Copy du client
 Copy 2 - Carrier Copy - Copy du transporteur
 To be Scanned to Atlas within 5 days of delivery - Doit être numérisé à Atlas en dedans de 5 jours de la livraison

To be signed by Customer AT DESTINATION "Notice to Customer" 1. Unpacking was performed, as requested. Signature of Customer or Authorized Representative _____ Date _____ Signature of Carrier _____	À signer par le client À DESTINATION "Avis au client" 1. Le déballage a été effectué, tel que demandé. Signature du client ou de son représentant _____ Date _____ Signature du transporteur _____
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When the member
DOES NOT WANT
an unpack.

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

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

PROPER DOCUMENTATION IS YOUR BIGGEST ADVANTAGE!