

May 2010

Dear Tenant,

Packages and Items delivered to Dove Lodge, 49 Beach Road.

As you are probably aware reception at Dove have been taking in and signing for packages delivered to these premises whether they are for an organization or for a named individual.

Whilst Dove is happy to continue acting as the delivery point for packages when reception is available, Dove must make clear that they do not take responsibility for the condition or the security of the item once received at these premises and in the event of damage or the item being stolen before collection by the tenant/individual, Dove is not liable.

Where this arrangement is unacceptable to you, then you will need to ensure that instructions are given to the deliverer that the package/item has to be delivered to the room of the organization/individual at a time when a duly authorized person can sign for safe receipt.

We would ask you to acknowledge receipt of this policy statement by signing and returning the copy of this letter.

Yours faithfully,

M.J.Clayden
Director

Receipt Acknowledged

.....
Name of Organization

.....
Signature and Date

49 Beach Road, Littlehampton
West Sussex BN17 5JG
Tel: 01903 719451

E-mail: dove.lodge.crc@btconnect.com

Web: www.arun.gov.uk/dovelodge