

# TCC SUGGESTED PRE-TRIP CHECKLIST:

## ► COURIER CONTACT INFORMATION:

|                |       |
|----------------|-------|
| NAME:          | _____ |
| PHONE (HOME):  | _____ |
| PHONE (CELL):  | _____ |
| PHONE (OTHER): | _____ |
| E-MAIL:        | _____ |

## ► SENDER CONTACT INFORMATION:

|                |       |
|----------------|-------|
| NAME:          | _____ |
| PHONE (HOME):  | _____ |
| PHONE (CELL):  | _____ |
| PHONE (OTHER): | _____ |
| E-MAIL:        | _____ |

## ► RECIPIENT CONTACT INFORMATION:

|                |       |
|----------------|-------|
| NAME:          | _____ |
| PHONE (HOME):  | _____ |
| PHONE (CELL):  | _____ |
| PHONE (OTHER): | _____ |
| E-MAIL:        | _____ |

## ► DROP-OFF/MEETING LOCATION:

|               |       |
|---------------|-------|
| LOCATION:     | _____ |
| MEETING DATE: | _____ |
| MEETING TIME: | _____ |

## ► DELIVERY INFORMATION:

|                |       |
|----------------|-------|
| LOCATION:      | _____ |
| DELIVERY DATE: | _____ |
| DELIVERY TIME: | _____ |

## ► FEE INFORMATION:

|               |               |
|---------------|---------------|
| AGREED FEE:   | _____         |
| PAYMENT TYPE: | <u>CHOOSE</u> |
| PAYMENT DATE: | _____         |

## REMEMBER TO:

- Meet during the day, in a public location
- Examine the package(s) thoroughly in the presence of the sender
- Complete and sign the "Courier Service Agreement"
- Exchange a copy of your photo ID (passport, driver's license, etc.)
- Disclose that you are carrying a package for sender to security officials
- Have the package and "Courier Service Agreement" readily accessible for inspection