

GOOD DAY, CORPORATE SERVICES PARTNER! 3 PAGES INCLUDED - PLEASE READ ALL

Corporate Services Ltd [CSL] has organized appointments with stores based on specific defined timelines – please abide by them. PRINT & BRING ALL DOCUMENTS WITH YOU. See final pages for step-by-step guide.

\*\*Your smart phone must have the WhatsApp app downloaded and you will need to join the designated group set up for the project. Your Sign Off Form [SOF] & Recap Form follow below.

### YOUR PAYMENT IS BASED ON SUBMITTING INFO AS NOTED BELOW. IT'S QUICK & EASY!

ALWAYS introduce yourself as "Corporate Services for [Brand being serviced]."

- 1. a) <u>BEFORE</u> ENTERING THE STORE the tech **MUST** upload a photo of the store's main entrance and tagging it with Retailer Name, Store# and City, and;
  - b) **<u>BEFORE</u>** DOING ANY WORK the tech must upload a photo of the <u>work area</u> being serviced.
- PROGRESS PHOTOS MUST be uploaded EVERY 15 MINUTES as work is being done INCLUDING a photo
  of the entire display in 1 shot when completed. Tag EACH upload with an explanation. END WITH A
  SHORT VIDEO of the entire environment serviced, including where any waste was left/brought.
- 3. SIGN OFF FORM AND RECAP **MUST be uploaded** <u>**BEFORE leaving site</u>** and must be fully completed ALL SECTIONS. If not, you will need to resubmit for payment. **MUST NOTE PO #. TAKE WITH YOU.**</u>

**Before leaving site**, the CSL lead is to call their ShopFit PM to confirm that they can be Cleared from the site. If no answer, leave a voice message, then a WA message, wait 10-minutes—if no response from CSL then you are cleared automatically.

#### CALL BACKS ARE NO CHARGE TO SHOPFIT IF THE ABOVE PROCESS IS NOT FOLLOWED.

In keeping with the mutual NDA between our firms, together "you and Corporate Services [we]" are representing our client on site. ABSOLUTELY NO cross-selling, discussion of scheduling, pricing, logistics, or guarantees to site staff.

- Outerwear must be brand neutral and non-competitive. NO personal business branded outerwear is permissible. Wearing PLAIN BLACK golf shirts or T-shirts is preferred, or CSL logo wear if provided.
- All clothing is to be clean, and in a good state of repair --- and non-offensive, *in any manner*.
- Any visible documentation must be of CSL origin only.
- While on a CSL project, site leads phones are to be answered with a personal greeting, not your brand.
- While on site the CSL team is to act in a professional and courteous manner.

\*Full Payment is based upon you meeting the Terms and Conditions above. We can't complete our project docket without it – and this is also part of the mutual Terms of Service between all parties, including ShopFit with its clients. So, please ensure photos, videos, uploads and forms are completed prior to leaving site.

Sincerely,

Ray Bakker | President Corporate Services Ltd.



CORPORATE SERVICES LTD / Mandatory Project Sign-Off Form REFER TO COVER PAGE FOR TERMS AND CONDITIONS FOR PAYMENT

This Section To Be Completed By The CSL Lead Installer Only

BRAND:			PO # for payment:				
			STORE #:				
CITY:			 Mall	State / Prov.			
CSL LEAD FUL	L NAME:		NUMBER IN	CSL CREW:			
DATE: Month	Date, <b>2023</b>						
CSL Site Lead t	o only checkmark 🗹	the appropriate	e boxes				
2. 🗌 CHECK	ED IN with onsite repr ED OUT with onsite re CALL Note reason in s	presentative	<ul> <li>No one was onsite to cl</li> <li>No one was onsite to cl</li> </ul>				
			ND LEFT AT – THIS SITE t <b>\$ values in 3. below and s</b>				
nclude item nam	ne and receipt cost. If n	ot shown, then a	bsolutely no reimbursement	(at cost) is allowable.			
a)		\$	b)	\$			
5. Work is C c) Detail all deficience	None Left on s	iencies Work i	oroval Taken by carrier <b>s INCOMPLETE:</b> Deficie d) ges, damage, wrong size or inc e Manager or GC signs [no init]	orrect products, etc.			
		-					
	This Sectio	n To Be Compl	eted By Site Authority On	ly			
Γο assist in imp	proving Client service	s, <mark>STORE</mark> to ch	eck mark 🗹 and commen	t below. Thank you!			
· ·	,		al manner in accordance wi				
7. Addition	al comments:						
	)EE-			2			

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## SERVICE CALL RECAP

RETAILER   BRAND			 PO NUMBER			
		 <u>-</u>				
DATE	-					1988
TIME	DETAIL					
CSL LEA	AD NAME					

CLIENT SIGNATURE WHEN REQUIRED



# STEP BY STEP MANDATORY PROJECT REPORTING PROTOCOL

\*\*Your smart phone must have the WhatsApp app downloaded and you will need to join the designated group set up for the project. *This is a Free Application to download.* 



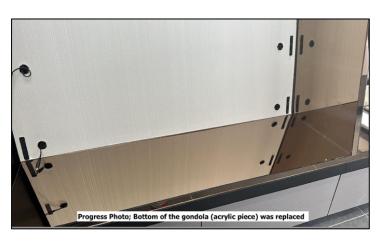
**STEP 1a):** BEFORE ENTERING THE STORE, the tech MUST upload a photo of the store's main entrance and tagging it with Retailer Name, Store# and City.



**STEP 1b): BEFORE DOING ANY WORK**, the tech must upload a photo of the work area being serviced.

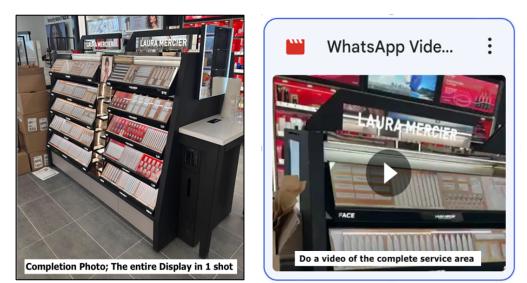


**STEP 2:** PROGRESS PHOTOS MUST be uploaded EVERY 15 MINUTES as work is being done INCLUDING a photo of the entire display in 1 shot with a video when completed. *Please Tag EACH upload with an explanation.* 





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**STEP 3:** SIGN OFF FORM AND RECAP MUST be uploaded BEFORE leaving site and must be fully completed – ALL SECTIONS. If not, you will need to resubmit for payment. MUST NOTE PO #. TAKE WITH YOU.

CORPORATE SERVICES LTD / Mandatory Project Sign-Off Form
This Section To Be Completed By The CSL Lead Installer Only
BRAND: Laura Mercier Gondola PO # for payment: ARR-4373
RETAILER: Shoppers Drug Mart SDM2411
CITY: Saskatoon SK
CSL LEAD FULL NAME: Don Treppel NUMBER IN CSL CREW: 2
DATE: 8 / 8 / 2023 TIME IN: 10:00 TIME OUT: 12pm
CSL Site Lead to only checkmark 🗹 the appropriate boxes
CHECKED IN with onsite representative     No one was onsite to check IN with     CHECKED OUT with onsite representative     No one was onsite to check OUT with     OLD CALL Note reason in section 7. below
LIST SUPPLIES YOU PURCHASED FOR USE ON - AND LEFT AT - THIS SITE to complete Scope of work. This is a MUST for reimbursement purposes. INCLUDE \$ values in 3. below and show photo of receipt.
Include item name and receipt cost. If not shown, then absolutely no reimbursement is allowable.
a) Glue for repair \$ 4.99 b) \$
UPON LEAVING SITE: 4. Garbage: None Left on site with store approval Taken by carrier Taken by CSL
5. Work is COMPLETE: No deficiencies Work is INCOMPLETE: Deficiencies are as follows:
c) d)
Detail all deficiencies. Include items such as overages, shortages, damage, wrong size or incorrect products, etc. If addt'i pages used please ensure that the Store ManyGer Site Manager or GC signs (no initials) each addt'i page.
In addit i pages used prease ensure and the Store Mainger of ed. signs for inseasy each addit i page. CSL LEAD FULL SIGNATURE:
This Section To Be Completed By Site Authority Only
To assist in improving Client services, STORE to check mark 🗹 and comment below. Thank you!
6. Installer(s) acted in a courteously and professional manner in accordance with store standards
7. Additional comments:
STORE SIGN OFF: Paula brady P. Brady 2

## SERVICE CALL RECAP SITE NAME SDM 2411 S MONTH | DATE August 08 2023 YOU MUST DETAIL INSTALLATION OBSTABLES -- PRODUCT DEFICIENCIES -- MISSING ITEMS FTAI 10 Arrive site and sign in 1043 Installed into bunk amd wing nuts installed 1105 Complete repair 1116 Bunk one in progress 1130 Bunk 2 in progress 1145 Report and pics Don 1 SUBMITTER NAME

Before leaving site, as the CSL lead you are to message via WhatsApp or call CSL's project PM to confirm that the lead can be cleared from the site. **Do NOT leave until then** – we need to also get confirmation from our client. This is part of our guarantee to our client.

CALL BACKS ARE NO CHARGE TO CSL IF THE ABOVE PROCESS IS NOT FOLLOWED & Full Payment is based upon you meeting the Terms and Conditions noted above. Thank you for your support!