



**LETTER OF AUTHORIZATION**

Regarding:

PRO NUMBER:

Zip Xpress Inc. is hereby directed to perform the actions indicated:

- Return shipment to shipper\*
- Dispose of or destroy damaged freight\*
- Redeliver shipment to consignee
- Re-consign shipment to:\* \_\_\_\_\_  
\_\_\_\_\_
- Reverse payment terms from COLLECT to PREPAID\*
- Reverse payment terms from *PREPAID* to *COLLECT* (only allowable before shipment has been delivered and less than 30 days from date of pickup)\*
- Change payment terms to THIRD-PARTY BILL-TO (requires LOA from third-party)
- Cancel COD\*
- Reverse COD fee payment terms from.
  - COLLECT* to *PREPAID* or from
  - PREPAID* to *COLLECT*
- Perform inside delivery
- Provide liftgate delivery service
- Provide extra labor to deliver shipment
- Perform weekend, holiday, or after hours delivery

\* Only the shipper may authorize this

Unless otherwise indicated, the undersigned agrees to be responsible for the applicable charges.

AGREED TO BY:

Company Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title