



## Authorization to Release

By completing this form, you are authorizing the below vendor to release the described item to Searcy Trucking LTD.

Stock # \_\_\_\_\_

Color: \_\_\_\_\_

Year, Make & Model: \_\_\_\_\_

Location/Vendor Name: \_\_\_\_\_

You MUST provide the CORRECT Location/Vendor Name as provided by the vendor on your sales receipt. (Any discrepancies WILL result in added transportation and or loading costs plus any and all taxes)

Please Note: Searcy Trucking is not responsible for any missing parts or discrepancies of damage from pictures of the vehicle the vendor may have posted.

I hereby authorize the above-mentioned item to be released to Searcy Trucking LTD.

Authorized by:

\_\_\_\_\_  
Owners Name (Please Print)

\_\_\_\_\_  
Owners Signature

\_\_\_\_\_  
Phone # or Email

\_\_\_\_\_  
Date (DD /MM /YYYY)

If you will be unavailable during the estimated time of arrival, we kindly request that you provide the phone number or email of the person who will be providing payment and arranging pick up in your absence. Our five-business day policy, as outlined on the following page, applies regardless of outside circumstances.

Estimated date of arrival is 5 to 10 business days after the initial booking.

**\*\*Vehicle pickups in the Searcy Yard can only take place Monday to Friday between Noon-16:00hrs\*\***

Contact Information:

Email: cars@searcytrucking.com Call: 204-475-8411 Fax: 204-475-2466

**NOTICE: We now require the attached, Searcy Trucking Vehicle and Yard Policies and Procedures, form be read in full and signed when booking a vehicle. Your booking will not be processed without the completion of the attached form.**

**Head Office**

1470 Chevrier Blvd. Winnipeg, MB R3T 1Y6  
P: 800.665.8411 F: 204.475.2466

**Specialized Services Division**

Box 129, Hwy 30 Altona, MB R0G 0B0  
P: 800.473.6653 F: 204.324.8633

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Volvo Trucks  
Safety Award





## Searcy Trucking Vehicle and Yard Policies and Procedures

To be read and signed by all Vehicle Transportation Customers and Tow Truck Drivers

### Vehicle Customers

Reception will call you when your vehicle has arrived and is ready for pick up. After this call **you will have 5 business days to pay for and pick up your vehicle.** After those 5 business days you will be subject to \$25 a day storage fee charges for every day it is late in being picked up.

In accordance to rules set by Homeland Security (C-TPAT), as well as safety regulations, **members of the public are not permitted in our yard under any circumstances to view or pick up vehicles.** Only authorized Tow Truck Companies can enter the yard to pick up vehicles.

**Vehicles will not be released under any circumstances without payment and a Reference Number.**

- **Payment** can be made on the phone with Reception using Visa or Mastercard and in person with Cash, Debit, Mastercard or Visa (We do not accept American Express). We also accept E-transfers through our Accounts Receivable department.
- Reception will give Vehicle Customers their **Reference Number** when calling to let them know their vehicle has arrived. Please ensure the Tow Truck Driver has this Reference Number and is aware that they will not be permitted to take the vehicle without it.

### Customers Tow Truck Drivers

**Vehicles will not be released to Tow Truck Drivers without a valid Reference Number given to them by the Vehicles Owner**

**\*\*Vehicle pickups in the Searcy Yard can only take place Monday to Friday between Noon-16:00hrs\*\***

**Everyone visiting Searcy Trucking must check in with Reception before entering the yard.** Reception will confirm that the Tow Truck Driver has the correct Reference Number and will give them any keys that came with the vehicle.

**Tow Truck Driver's must stop at our Universal Reload department by the exit before leaving.** Here they will sign off on taking the vehicle as well as receive any paperwork that goes along with the vehicle such as Bills of Lading, etc.

**All Tow Truck Drivers must work in compliance with Searcy's Safety and Health Policies and Procedures**, these policies are in compliance with the Canada Labour Code Part II.

**All Tow Truck Drivers must follow Searcy's Personal Protective Equipment Policy at all times.**

**Speed Limit in our yard is 10km/Hr.** If this speed limit is broken verbal warning will be given. If broken a second time you will not be permitted on Searcy Property without an escort.

Searcy Trucking's hours of operation are Monday to Friday, 8:00am to 5:00pm. We are closed for all Statutory Holidays. Due to Universal Reload and Yard staff hours, **Vehicles are only able to be picked up between Noon to 4:00pm. Access to our yard is only permitted within these business hours.**

**Failing to follow our legal and safety policies will result in you being banned from all Searcy Trucking Property as well as our refusal of future business.**

By signing this form, you acknowledge your understanding of, and agreement to adhere to, Searcy Trucking's Policies and Procedures.

Full Name (Clearly printed): \_\_\_\_\_

Signature: \_\_\_\_\_

Company Name (If applicable): \_\_\_\_\_

Date: \_\_\_\_\_

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