

Appendix 5 Confirmation of Pick-Up and Delivery

A	Order Information				
1	Section	Choose an item.	4	Date	Click here to enter a date.
2	Serial Number		5	Date Required	Click here to enter a date.
3	Priority of Request	Choose an item.			
B	Item Counts				
Serial	Repair Activity	In	Out	Balance	Remarks
1	Chin Strap Retainers				
A	Resew				
B	Adjust				
C	Replace				
2	Feather Ring Retainers				
A	Replace				
B	Resew				
3	Leather Feather Pockets				
A	Replace				
B	Resew				
4	Leather Sweat Band				
A	Replace				
B	Repair				
5	Upper Case Wicker				
A	Replace				
B	Repair				
6	Lower Case (Felt Assembly)				
A	Replace				
B	Resew				
7	Fur Repairs				
A	Worn bottom edge				
B	Worn spot on top				
C	Worn under feather ring				
D	Worn under Feather Leather Pocket				
E	Rips				
F	Re-dye				
8	Resizing Bearskin				
A	Reducing Size				
9	Cleaning Bearskin				
A	Cleaning Bearskin				
10	Other Repairs				
A	To be determined on as “as and when requested” basis				

PICKED UP FROM CEREMONIAL GUARD

CEREMONIAL GUARD REPRESENTATIVE		
PRINT NAME	SIGNATURE	DATE
[Contractor Company] REPRESENTATIVE		
PRINT NAME	SIGNATURE	DATE

RETURNED TO CEREMONIAL GUARD

CEREMONIAL GUARD REPRESENTATIVE			
Batch inspected:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Batch Accepted:	<input type="checkbox"/> Yes <input type="checkbox"/> No
PRINT NAME	SIGNATURE	DATE	
[Contractor Company] REPRESENTATIVE			
PRINT NAME	SIGNATURE	DATE	

* Ceremonial Guard and Contractor company must follow Inspection and acceptance process as described in Annex "A" para 3.1.5.

COMMENTS: