

To activate retailer delivery, please complete this form.

Please complete both sides of this In-store Collection form, ensuring that all the details are accurately recorded. Once completed, please scan and email the form along with a copy of the customer's driving licence or passport to: accounts@dividebuy.co.uk. Alternatively you can upload proof of collection to the Portal, to find out how, go to: <https://dividebuy.co.uk/guide/proof-of-delivery/>

Once this has been processed, our Accounts Team will verify this In-store Collection Form and make the payment to you.

Customer Details

Customer Name:

DivideBuy Order Number:

Address (*Address must correspond with the address on the order*):

In-Store Collection Details:

	Product Description:	SKU Code:	Condition:
Product 1			New <input type="checkbox"/> Used <input type="checkbox"/>
Product 2			New <input type="checkbox"/> Used <input type="checkbox"/>
Product 3			New <input type="checkbox"/> Used <input type="checkbox"/>
Product 4			New <input type="checkbox"/> Used <input type="checkbox"/>
Product 5			New <input type="checkbox"/> Used <input type="checkbox"/>
Product 6			New <input type="checkbox"/> Used <input type="checkbox"/>
Product 7			New <input type="checkbox"/> Used <input type="checkbox"/>
Product 8			New <input type="checkbox"/> Used <input type="checkbox"/>
Product 9			New <input type="checkbox"/> Used <input type="checkbox"/>
Product 10			New <input type="checkbox"/> Used <input type="checkbox"/>

Required Proof:

Please ensure that you verify the customer's ID with the accepted proof listed below. Failure to do so could result in a delay or failure of payment. We do require that you send us a clear, scanned copy.

Photo ID (Acceptable proofs are Driving Licence or Passport)

Driving Licence Number

OR Passport Number

Customer Declaration:

I the above-named customer confirm that I have received my goods as per my credit agreement. I have accepted a delivery and am satisfied with my purchase.

Date

Time

Customer signature

Retailer Declaration:

I, the retailer can confirm that the customer named above has had their goods delivered in accordance with their DivideBuy Order ID:

DivideBuy Order ID

Date

Time

Retailer signature

Please email this form and a scanned copy of either the customer's driving licence or passport to: accounts@dividebuy.co.uk or upload to the Portal

Find out more on uploading proof of collection, go to: <https://dividebuy.co.uk/guide/proof-of-delivery/>

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