



## Request to Add or Delete an Authorized Agent

**Instructions:** Please print clearly and complete all highlighted sections. Once complete, please scan your form and email it as an attachment to [customerservice@doortodoor.com](mailto:customerservice@doortodoor.com). If you do not have scanning capabilities, you may also return via fax to (253) 518-2040.

Door to Door Account Number: \_\_\_\_\_

Door to Door Customer Account Name: \_\_\_\_\_

**Select One:**     Add an Authorized Agent                       Delete an Authorized Agent

Authorized Agent's Printed Full Name(s): \_\_\_\_\_

Authorized Agent's Telephone Number: \_\_\_\_\_

Authorized Agent's Email Address: \_\_\_\_\_

To access or accept delivery of container(s), the Agent must bring photo identification, and the Customer's account must be paid current (no outstanding amount due) prior to any access or delivery of containers.

This form gives the Agent the authority to act on the Customer's behalf including, but not limited to, removing all goods from all containers, and providing authorization for the opening and/or closing of the Customer's account. The Customer is responsible and liable for any and all charges due on the account, whether or not created or authorized by the Agent. The authority granted by the Customer to the Agent is effective when this document is received by Door to Door. Any change to Agent(s) must be in writing.

As the Customer, I hereby agree to indemnify, and hold harmless Door to Door Storage, Inc. ("Door to Door") and its officers, directors, employees and agents from any and all claims, losses, damages, liabilities and expenses (including reasonable attorney's fees) whatsoever, whether direct or indirect, asserted against, imposed upon or incurred by Door to Door resulting from or arising out of Door to Door's allowing a person, other than myself, access to and/or partial or full delivery of my Door to Door container(s) as I requested and/or agreed.

Customer's Printed Name: \_\_\_\_\_

Primary Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Customer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_