

From: Mark Tollison <[REDACTED]>

To: Lesley Groff <[REDACTED]>

Subject: RE: Package Deliveries...

Date: Fri, 27 Sep 2013 16:27:03 +0000

Importance: Normal

I agree Les,

Will create a form and protocol and review with you asap.

It was on my list for the household manual I am creating along with mail and deliveries/pickups to and from the house.

Best regards,

Mark

Mark Tollison

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> From: [REDACTED]
> Subject: Package Deliveries...
> Date: Fri, 27 Sep 2013 12:15:41 -0400
> To: [REDACTED]
>

> Hi Mark...I believe we have a problem in our "receiving" dept at the house (do we have a receiving dept? ! Ha)...when packages arrive the house I think they should be logged in so that when we have issues of "did a package arrive??" we could simply go back to a log and see if anything was ever filled in...It could be a simple

sheet:

- >
- > Package arrived ON: State the date the pkg arrived
- > Package arrived AT: State the time the pkg arrived
- > From: who is the package from
- > To Who:
- > Signed by:
- >
- > Problem is, will those who accept deliveries sign this document I am wishing to incorporate? The house receives a tremendous amount of packages...but I find things go missing or we run around trying to figure out where something went...some sort of "Receiving" protocol should be instilled...and packages be kept in Rich's office for retrieval (or if it is a giant package, perhaps it goes in basement? maybe the form needs a line item for "where the package is placed")
- >
- > Just a thought!
- >
- > Les