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# Deliveries and servicing monitoring survey

## Understanding the situation

Use this form to understand the types of deliveries and servicing your business receives, or the impact of personal deliveries on your post room or reception. We recommend you collect data for at least two weeks to establish an accurate baseline.

Date	Sender or supplier	Arrival time	Description of goods or service provided	Number of parcels	Business or personal

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1	Monitoring period
2	Total deliveries and servicing visits
3	Total personal deliveries
4	Personal deliveries percentage