## **SOPs**

# **Delivery**

The act of delivering letters, parcels, or goods. A person who delivers goods on a known route or a local route is known as a delivery agent.

#### **Duties of Delivery Person**

- Delivering all kind of products
- Delivering the products by following the route and time schedule
- Maintaining the delivery vehicle
- Collect payments from the customers



#### **Delivery Person Job Title**

- Carrier
- Mail carrier
- Delivery man
- Courier driver

### **Delivery Person Responsibilities**

- Inform the customers about the new products
- Load, unload, prepare, inspect and operate the delivery vehicle
- Ask for feedback on provided services and resolve clients' complaints
- Maintain complete delivery logs and reports
- 💪 Follow the rules and regulations laid
- i Follow the safety standards















