

**CHARTWELL MIDWEST WISCONSIN**  
**PATIENT INFORMATION**  
**PROOF OF DELIVERY**

- Each delivery will require your confirmation of receipt to ensure proper billing for the supplies and/or services. This is called “Proof of Delivery” and is done through you or another responsible individual signing our delivery packing slip.
  
- Chartwell Midwest Wisconsin prefers to deliver to your home. We will consider requests to make deliveries directly to you at your workplace or another location. Only patients or their legal guardians may sign for deliveries made to any location other than your home.
  
- Your deliveries will be made by a Chartwell driver or by a delivery service or common courier. Prior to each delivery, we will establish a delivery time with you. If a Chartwell driver makes your delivery, you will be required to sign the packing slip that accompanies your order. If a common courier (UPS, FedEx, or other delivery service) makes your delivery, it is your responsibility to sign the delivery manifest of the courier to confirm you received the shipment. The courier may leave the delivery at your request without your signature.
  
- Failure to obtain a signed packing slip will prohibit us from being able to make future deliveries.

**Chartwell Midwest Wisconsin**  
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