

## Truck Driver Nation Compliance Department - Document Completion Policy

Dear [Team Member/Recipient],

In accordance with the procedures and protocols established by Truck Driver Nation, we hereby advise all parties involved in the document submission process of the following policy regarding the completion and return of required documentation.

To ensure the expedient and accurate processing of all documents, it is imperative that every document be fully completed and returned in its entirety. This includes, but is not limited to, all sections requiring completion, whether or not a signature is explicitly required. Any document submitted with incomplete or missing information will be deemed an incomplete submission and may result in delays in processing or the rejection of the submission.

This policy is enacted to protect all individuals and entities involved, ensuring that there is clarity and accuracy in the documentation provided. It further serves to mitigate any potential misunderstandings, disputes, or allegations arising from the handling or processing of incomplete forms.

Documents are disseminated via electronic mail through **Sign Now**, a secure and reliable document management platform. The application allows recipients to view and download documents at their convenience. Should you not receive a copy for your records, we strongly advise that you proactively request one to ensure proper documentation and compliance with the terms outlined herein.

Failure to comply with the aforementioned requirements will be considered a breach of protocol and may have implications for the continued processing of your submission. We kindly request your cooperation in adhering to these instructions to facilitate a smooth and timely process.

We appreciate your attention to this matter and your ongoing commitment to maintaining the integrity and accuracy of our operational procedures.

Sincerely,  
Truck Driver Nation Compliance Department