

Shipping Instructions

To: [Shipper's Name]

Address: [Shipper's Address]

Date: [Date]

Order Number: [Order Number]

Shipping Instructions

Dear [Shipper's Name],

Please follow the instructions below for the transportation of the order mentioned above:

1. Pick up the shipment from [Pickup Location].
2. Ensure packaging is secure to prevent damage during transit.
3. Use [preferred shipping method] for delivery.
4. Deliver the shipment to [Delivery Address] by [Delivery Date].
5. Provide tracking information once the shipment has been dispatched.

If you have any questions or need further clarification, please contact me at [Your Contact Information].

Thank you for your attention to these shipping instructions.

Sincerely,

[Your Name]
[Your Position]
[Your Company]