

# Shipping Terms and Conditions

Date: [Insert Date]

To: [Recipient's Name]

Address: [Recipient's Address]

## **Subject: Shipping Terms and Conditions for Customs and Duties**

Dear [Recipient's Name],

We are writing to inform you of the terms and conditions related to shipping and customs duties for your recent order with us.

### **1. Shipping Costs**

All shipping costs are to be borne by the buyer unless specified otherwise in the order confirmation.

### **2. Customs Duties**

Customs duties and taxes may be applicable upon arrival of the goods in your country. These charges are not included in the purchase price and are the sole responsibility of the buyer.

### **3. Delivery Times**

Estimated delivery times are provided as a guideline. Delays due to customs clearance are beyond our control.

### **4. Documentation**

The buyer must ensure that all necessary documentation for importation is complete and accurate to avoid delays.

By placing your order, you acknowledge that you have read and agree to these shipping terms and conditions.

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Contact Information]