

Shipping Terms and Conditions

Date: [Insert Date]

To: [Insert Recipient Name]

Address: [Insert Recipient Address]

Subject: Shipping Terms and Conditions for Standard Shipping

Dear [Recipient Name],

We appreciate your business and are pleased to provide you with our shipping terms and conditions for standard shipping. Please read the following carefully:

1. Delivery Timeframe

Standard shipping typically takes between [insert timeframe, e.g., 5-7 business days] for delivery from the date of order confirmation.

2. Shipping Costs

Shipping costs are calculated at checkout based on the weight, dimension, and destination of the order. Free shipping promotions may apply under certain conditions.

3. Order Processing

Orders are processed within [insert timeframe, e.g., 1-2 business days] after confirmation. You will receive a notification once your order has been shipped.

4. Tracking Information

Once your order ships, you will receive an email with tracking information to monitor your shipment.

5. Damaged or Lost Items

If your package is damaged or lost during transit, please contact our customer service within [insert timeframe, e.g., 7 days] for assistance.

6. Return Policy

Our return policy allows you to return items within [insert timeframe, e.g., 30 days] of receiving your order. Conditions apply.

Thank you for choosing us for your shipping needs. If you have any questions, please feel free to reach out.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]