

Import Shipping Instructions for Bulk Shipments

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Company]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to provide you with the shipping instructions for the upcoming bulk shipment scheduled for arrival on [Insert Arrival Date]. Please ensure that the following guidelines are adhered to for a smooth import process:

Shipping Details

- Shipment Reference Number: [Insert Reference Number]
- Origin: [Insert Origin City/Country]
- Destination Port: [Insert Destination Port]
- Expected Arrival Date: [Insert Expected Arrival Date]
- Container Size: [Insert Container Size]

Documentation Required

- Bill of Lading
- Commercial Invoice
- Packing List
- Certificates of Origin

Customs Clearance

Please ensure that all necessary import permits and customs documents are prepared in advance to avoid delays. Our customs broker is [Insert Broker's Name & Contact Information] and will be available to assist with any queries.

Delivery Instructions

Upon arrival, please deliver the shipment to the following address:

[Delivery Address]

If you have any questions regarding these instructions or require further assistance, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]