

# Import Shipping Instructions

**To:** [Recipient's Name]

**Company:** [Recipient's Company Name]

**Address:** [Recipient's Address]

**Date:** [Date]

## **Subject: Shipping Instructions for Perishable Goods**

Dear [Recipient's Name],

We are writing to provide you with the shipping instructions for our recent order of perishable goods. Please ensure that the following guidelines are adhered to for the successful and safe transport of these items:

### **1. Packaging Requirements**

- All perishable items must be securely packaged to prevent spoilage during transit.
- Use insulated containers and appropriate gel packs to maintain temperature.

### **2. Temperature Control**

- The shipment must be kept at a constant temperature of [Specify Temperature]degC.
- Temperature monitoring devices should be included in the shipment.

### **3. Shipping Method**

- Use expedited shipping methods to ensure timely delivery.
- Preferred carrier: [Carrier Name].

### **4. Customs Documentation**

- Include all necessary customs documentation to avoid delays.
- Ensure that all items are labeled as perishable for customs clearance.

Please confirm that you have received these instructions and feel free to reach out if you have any questions or require further assistance.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]