

Shipping and Handling Guidelines

Dear [Recipient's Name],

We appreciate your interest in our products. To ensure a smooth shipping process for your samples, please adhere to the following guidelines:

1. Packaging

- Use sturdy packaging materials to prevent damage.
- Ensure all samples are securely sealed and cushioned.

2. Labeling

- Clearly label the package with the recipient's name and address.
- Include a return address for any issues.

3. Shipping Method

- Select a reliable shipping carrier.
- Choose a shipping method that provides tracking.

4. Documentation

- Include a packing list inside the package.
- Ensure any necessary customs documents are properly filled out if shipping internationally.

Thank you for following these guidelines. Should you have any questions, feel free to contact us at [Your Email Address] or [Your Phone Number].

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]