

Shipment Preparation Checklist

Date: [Date]

To: [Recipient Name]

From: [Your Company Name]

Order Number: [Order Number]

Checklist Items:

- Verify product availability
- Confirm order details
- Print packing slip
- Prepare packaging materials
- Pack items securely
- Label package correctly
- Schedule pickup/delivery
- Update inventory records
- Notify customer of shipment

If you have any questions, please contact us at [Contact Information].

Thank you for your prompt attention to these details!

Best regards,

[Your Name]

[Your Position]

[Your Company Name]