

Shipment Preparation Checklist for Fragile Items

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name/Company Name]

Subject: Shipment Preparation Checklist for Fragile Items

Checklist:

1. Inspect all fragile items for damages.
2. Clean items thoroughly before packing.
3. Gather necessary packing materials:
 - Bubble wrap
 - Foam peanuts
 - Strong cardboard boxes
 - Packaging tape
4. Wrap each fragile item individually with bubble wrap.
5. Place wrapped items in sturdy boxes, ensuring there is cushioning.
6. Seal boxes securely with packaging tape.
7. Label boxes as "Fragile" on all sides.
8. Update inventory records for all packed items.
9. Schedule pick-up/delivery with the carrier.

Please confirm receipt of this checklist and let me know if you have any questions.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]