

# International Freight Shipment Preparation Checklist

Dear [Recipient's Name],

We are pleased to inform you that your shipment is being prepared for international transit. Please find below a checklist to ensure all necessary steps are completed prior to shipment:

## Shipment Preparation Checklist

- Confirm shipment details (weights, dimensions, and value).
- Verify shipping address and contact information.
- Check import/export regulations for the destination country.
- Ensure all required documentation is completed:
  - Commercial Invoice
  - Packing List
  - Bill of Lading
  - Export License (if applicable)
- Labeling Requirements:
  - Properly label each package with contents and destination.
  - Include handling instructions if necessary.
- Packaging Standards:
  - Use appropriate packaging materials to prevent damage.
  - Ensure packages are securely sealed.
- Arrange for insurance coverage (if required).
- Notify the freight forwarder of shipment details.

Please review this checklist and confirm that all items have been addressed. If you have any questions or need further assistance, do not hesitate to contact us.

Thank you for your attention to these details. We look forward to a successful shipment!

Sincerely,  
[Your Name]  
[Your Position]  
[Your Company]