

Shipment Preparation Checklist for Perishable Goods

Date: _____

To: _____

From: _____

Checklist Items:

1. Verify the shipment contents against the inventory list.
2. Ensure all perishable items are at the correct temperature.
3. Check packaging for damage and proper sealing.
4. Use insulated containers or dry ice as necessary.
5. Label all packages clearly with handling instructions.
6. Prepare waybill and necessary shipping documents.
7. Confirm shipping method and estimated delivery time.
8. Conduct a final inspection before sealing the shipment.
9. Document any issues or discrepancies.

Signature: _____

Name: _____

Position: _____