

Shipment Preparation Checklist

Date: _____

To: [Receiver Name]

From: [Sender Name]

Checklist Items:

1. Verify Order Details
2. Check Inventory Levels
3. Gather Required Products
4. Inspect Product Quality
5. Prepare Packaging Materials
6. Label Packages Correctly
7. Complete Shipping Documentation
8. Schedule Pickup/Delivery
9. Confirm Shipping Method
10. Update Inventory Records

Notes:

Thank you for ensuring a smooth shipping process!