

# Shipping Instructions for Delicate Goods

Date: [Insert Date]

To: Warehouse Staff

From: [Your Name/Department]

## Subject: Instructions for Handling and Shipping Delicate Goods

Dear Team,

Please find below the detailed instructions for handling and shipping delicate goods:

### 1. Preparation for Packing

- Ensure all packing materials are suitable for delicate items (e.g., bubble wrap, foam, cushioning material).
- Inspect each item for damages before packing.

### 2. Packing Process

- Wrap each item securely in bubble wrap.
- Place wrapped items in sturdy boxes with sufficient cushioning.
- Clearly label each box as "FRAGILE".

### 3. Shipping Procedure

- Double-check the shipping address on the label.
- Ensure that boxes are stacked properly to avoid crushing delicate items during transport.
- Notify the shipping carrier of the fragile nature of the items.

### 4. Emergency Contacts

If you encounter any issues during the packing or shipping process, please contact:

- [Name, Position, Phone Number]
- [Name, Position, Phone Number]

Thank you for your attention to detail and care in handling these delicate goods.

Sincerely,

[Your Name]

[Your Position]