

Important Notice: Fragile Package Handling Procedures

To: Delivery Team

Date: [Insert Date]

Dear Team,

As part of our commitment to ensuring the safe delivery of fragile items, please adhere to the following handling procedures:

1. Identification

Ensure all fragile packages are clearly marked with appropriate labels that indicate "FRAGILE."

2. Handling

Handle with care at all times. Avoid dropping, shaking, or excessive movement of the package.

3. Loading and Unloading

When loading and unloading, use two hands and maintain a stable position for the package.

4. Transportation

Avoid stacking heavy items on top of fragile packages during transportation. Secure packages properly in the vehicle.

5. Delivery

Inform the recipient that the package is fragile and should be handled with care upon receipt.

Thank you for your attention to these important procedures. Your efforts are vital for ensuring customer satisfaction.

Best Regards,

[Your Name]

[Your Position]

[Company Name]