

Dear Couriers,

Subject: Fragile Shipment Handling Guidelines

We would like to remind you of the following guidelines to ensure the safe handling of fragile shipments:

1. Proper Packaging

Ensure that all fragile items are securely packaged using appropriate materials such as bubble wrap, foam, or packing peanuts. Use sturdy boxes that are labeled 'Fragile'.

2. Handling Instructions

Always carry packages labeled 'Fragile' with care. Avoid dropping, tossing, or stacking them with heavy items.

3. Transport Conditions

Ensure that fragile items are transported in upright positions and secured to prevent movement during transit.

4. Temperature Sensitivity

Be aware of any temperature-sensitive items and handle them according to specific requirements.

5. Reporting Damage

If you notice any signs of damage to the packaging or contents upon shipment, please report it immediately.

Thank you for your attention to these guidelines. Your cooperation is crucial in ensuring the integrity of fragile shipments.

Sincerely,

[Your Company Name]

[Your Company Contact Information]