

# Shipping Process Responsibilities

Date: [Insert Date]

To: [Team Name]

From: [Your Name]

Subject: Shipping Process Responsibilities

Dear Team,

As we streamline our shipping processes, it's essential to clarify each team member's responsibilities. Please review the roles outlined below:

- **Receiving Team:** Responsible for accepting shipments, inspecting for damages, and documenting inventory.
- **Packaging Team:** Ensures all products are securely packed, labeled, and ready for dispatch.
- **Logistics Coordinator:** Manages shipping schedules, selects carriers, and monitors shipment progress.
- **Customer Service:** Communicates with clients about shipping updates and handles inquiries related to shipping issues.

Please feel free to reach out with any questions or concerns regarding these responsibilities.

Best regards,

[Your Name]

[Your Position]