

Team Shipping Accountability Guidelines

Dear Team,

As we strive to enhance our overall shipping process, it is essential that we adhere to the following guidelines to ensure accountability and efficiency:

1. **Timely Shipping:** Ensure all packages are shipped within the designated time frame.
2. **Proper Labeling:** Double-check that all items are properly labeled with accurate shipping addresses and tracking information.
3. **Inventory Management:** Regularly update our inventory records to reflect items that have been shipped.
4. **Communication:** Keep all team members informed of any shipping issues that may arise.
5. **Real-time Tracking:** Utilize our tracking system to monitor the status of shipments and proactively address any delays.

By following these guidelines, we can work together to improve our shipping operations and provide better service to our customers.

Thank you for your cooperation!

Best regards,
The Shipping Team