

Shipping Quality Assessment Criteria

Date: [Insert Date]

To: [Insert Recipient Name]

From: [Insert Your Name]

Subject: Shipping Quality Assessment Criteria

Dear [Recipient Name],

We are conducting a shipping quality assessment and would like to outline the criteria we will be using for evaluation. Below are the key areas we will focus on:

- **Packaging Integrity:** Ensure that all items are securely packaged to prevent damage during transit.
- **Timeliness:** Deliveries must arrive within the agreed timeframe.
- **Accuracy:** Verify that the items shipped match the order specifications in terms of quantity and type.
- **Communication:** Timely updates regarding shipment status and any potential delays.
- **Customer Feedback:** Collect feedback from end recipients regarding their shipping experience.

We appreciate your cooperation in adhering to these criteria to enhance our shipping quality. Should you have any questions or need further clarification, please feel free to reach out.

Thank you for your attention to this matter.

Sincerely,
[Your Name]
[Your Position]
[Your Company]