

# International Shipping Procedures

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

## To: [Recipient Name]

[Recipient Company Name]

[Recipient Address]

[City, State, Zip Code]

## Subject: International Shipping Procedures for E-Commerce Orders

Dear [Recipient Name],

We are writing to outline the international shipping procedures for our e-commerce orders to ensure a smooth and efficient delivery process. Please review the following steps:

1. **Order Placement:** Customers can place orders through our website. All pricing is in [Currency].
2. **Shipping Options:** Available options include Standard Shipping, Expedited Shipping, and Express Delivery. Please refer to our website for pricing and estimated delivery times.
3. **Customs Documentation:** Ensure all necessary customs documentation is completed accurately to avoid delays.
4. **Shipping Costs:** Shipping costs will be calculated at checkout based on the selected shipping method.
5. **Tracking Information:** Customers will receive tracking information via email once the order has shipped.
6. **Delivery Times:** Delivery times may vary by destination. Please check our website for estimated times.
7. **Returns & Refunds:** Our international return policy can be found on our website; we handle returns on a case-by-case basis.

Should you have any questions regarding our international shipping procedures, please do not hesitate to contact us at [Email Address] or [Phone Number].

Thank you for your attention to this matter, and we look forward to your continued business.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]