

# International Shipping Procedures for Resellers

Date: [Insert Date]

To: [Reseller Name]

From: [Your Company Name]

Subject: International Shipping Procedures

Dear [Reseller Name],

We are pleased to provide you with the following procedures for international shipping as a valued reseller of our products. Please follow these guidelines to ensure timely and efficient delivery.

## 1. Order Confirmation

Confirm the order details via email, including product specifications, quantities, and shipping address. Ensure that all information is accurate.

## 2. Packaging Requirements

All products must be securely packaged to prevent damage during transit. Use appropriate materials such as bubble wrap, packing peanuts, or foam inserts.

## 3. Shipping Documentation

Include the following documents with each shipment:

- Commercial Invoice
- Packing List
- Export Declaration

## 4. Choosing a Shipping Carrier

We recommend using one of the following carriers for international shipping:

- Carrier A
- Carrier B
- Carrier C

## **5. Customs Regulations**

Ensure that all customs regulations are met for the destination country. Research any restrictions or requirements.

## **6. Tracking and Notifications**

Provide tracking information to the customer once the shipment has been dispatched. Notify them of any delays or issues promptly.

## **7. Customer Support**

If there are any issues with the shipment, please do not hesitate to contact our customer support team at [Contact Information].

Thank you for your cooperation. We appreciate your partnership and look forward to successful international shipping.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Contact Information]