

# Reseller Logistics Coordination Plan

Date: [Insert Date]

To: [Reseller's Name]

From: [Your Company Name]

Subject: Logistics Coordination Plan

Dear [Reseller's Name],

We are pleased to outline our logistics coordination plan to ensure a seamless delivery process for your upcoming orders. Below are the key components of our plan:

## 1. Order Processing

All orders will be processed within [X] hours of receipt. You will receive confirmation emails for each processed order.

## 2. Inventory Management

We maintain real-time inventory tracking to provide accurate stock levels. Regular updates will be shared with you every [X days/weeks].

## 3. Shipping Methods

We will utilize [insert shipping methods, e.g., FedEx, UPS] to ensure timely and efficient delivery. Choose the preferred method for your orders.

## 4. Communication Protocol

For any inquiries, please reach out to our logistics manager at [contact information]. Regular check-ins will be scheduled weekly.

## 5. Performance Metrics

We will track delivery times, order accuracy, and any issues that arise. A monthly report will be provided for review.

We are committed to supporting your logistics needs and enhancing our partnership. Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]