

# Logistics Standard Operating Procedure

## Transportation Coordination

**Date:** [Insert Date]

**To:** [Insert Recipient Name]

**From:** [Insert Your Name/Position]

**Subject:** Standard Operating Procedure for Transportation Coordination

### 1. Purpose

The purpose of this Standard Operating Procedure (SOP) is to outline the processes for coordinating transportation logistics to ensure timely and efficient delivery of goods.

### 2. Scope

This SOP applies to all staff involved in transportation coordination within the logistics department.

### 3. Responsibilities

- Transportation Manager: Oversee and approve transportation requests.
- Logistics Coordinators: Execute and track transportation schedules.
- Warehouse Staff: Prepare goods for shipment.

### 4. Procedure

1. Receive transportation request from relevant departments.
2. Confirm details of the shipment including size, weight, and delivery location.
3. Select appropriate transportation methods and providers.
4. Schedule pickups and deliveries as per timelines.
5. Communicate with all stakeholders involved.
6. Monitor the transportation progress and address any issues promptly.
7. Document all transportation activities for record-keeping.

### 5. Review

This SOP shall be reviewed annually to ensure its effectiveness and updated as necessary.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]