

Vendor Packaging Criteria

Date: [Insert Date]

[Vendor Name]

[Vendor Address]

[City, State, ZIP Code]

Dear [Vendor Contact Name],

We appreciate your partnership and are committed to ensuring that all products meet our packaging standards. Please review the following criteria that must be adhered to for all future shipments:

- **Packaging Materials:** All materials must be recyclable and compliant with industry standards.
- **Dimensions:** Packages must not exceed [insert dimensions] to ensure compatibility with our storage facilities.
- **Labeling:** Each package must include the product name, SKU, and any relevant handling instructions clearly printed.
- **Quality Standards:** Packaging must ensure the product is protected from damage during transit, including proper cushioning.
- **Compliance:** All packaging must comply with [insert relevant regulations or standards].

Ensuring these standards are met is crucial for maintaining the quality of our products and the satisfaction of our customers. We appreciate your cooperation and support in this matter.

If you have any questions or need further clarification regarding these criteria, please do not hesitate to contact us at [insert contact information].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Company Contact Information]