

Vendor Packaging Specifications

Date: [Insert Date]

To: [Vendor Name]

Address: [Vendor Address]

Subject: Packaging Specifications for [Product Name]

Dear [Vendor Name],

We are pleased to provide you with the packaging specifications for the upcoming product, [Product Name]. Please follow the guidelines below to ensure compliance with our standards:

1. Packaging Materials

- Primary Packaging: [specify type, e.g., plastic, glass, etc.]
- Secondary Packaging: [specify type, e.g., cardboard, pallets, etc.]
- Materials Standards: [e.g., recyclable, biodegradable]

2. Dimensions

Package Dimensions: [insert dimensions, e.g., length x width x height]

3. Weight Limits

Maximum Weight: [insert weight limit]

4. Labeling Requirements

- Product Name
- Batch Number
- Expiry Date
- QR Code or Barcode

5. Additional Instructions

[Any other specific instructions regarding packaging, shipping, etc.]

Please confirm your understanding of these specifications by [Insert Response Due Date]. We appreciate your cooperation and look forward to your prompt compliance.

Best regards,

[Your Name]
[Your Title]
[Company Name]
[Contact Information]