

Vendor Packing Protocol

Date: [Insert Date]

To: [Vendor Name]

From: [Your Company Name]

Subject: Packing Protocol for Shipments

Dear [Vendor Name],

We would like to ensure a smooth and efficient process for our incoming shipments. Please adhere to the following packing protocol for all future orders:

1. All items should be packaged securely to prevent damage during transit.
2. Use appropriate packaging materials such as bubble wrap, packing peanuts, or foam inserts.
3. Each carton must be clearly labeled with the contents, order number, and shipping address.
4. Provide a packing slip inside the carton that matches the contents accurately.
5. Avoid overpacking or underpacking; items should not shift within the carton.
6. Use sturdy boxes that can withstand stacking and handling.

Should you have any questions regarding this protocol, please feel free to reach out to us. We appreciate your cooperation and look forward to continuing our partnership.

Best regards,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]