

Vendor Shipping Standards

Date: [Insert Date]

To: [Vendor Name]

Address: [Vendor Address]

Dear [Vendor Name],

We are reaching out to inform you of our shipping standards that need to be adhered to for all future shipments. Please review the following guidelines:

Shipping Standards

- **Packaging:** All items must be securely packaged to prevent damage during transit.
- **Labeling:** Each shipment must include a clear label with the order number and destination address.
- **Documentation:** Include all necessary shipping documents and invoices.
- **Carrier Requirements:** Shipments should be sent via approved carriers only.
- **Delivery Times:** Ensure shipments are dispatched within [Insert Timeframe] from the order confirmation date.

We appreciate your attention to these standards and look forward to your compliance. Should you have any questions, feel free to contact us at [Insert Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]