

International Freight Guidelines for Vendor Shipments

Date: [Insert Date]

To: [Vendor Name]
[Vendor Address]
[City, State, Zip Code]

Dear [Vendor Name],

We would like to take this opportunity to provide you with the guidelines for international freight regarding shipments made by your company. It is essential to follow these recommendations to ensure compliance with regulations and timely delivery of your products.

1. Documentation Requirements

- Commercial Invoice
- Packing List
- Bill of Lading
- Export License (if applicable)
- Certificate of Origin (if required)

2. Packaging Guidelines

Please ensure that all products are packaged securely to prevent damage during transit. The packaging should be suitable for international shipping and should include:

- Reinforced boxes
- Water-resistant materials
- Proper cushioning for fragile items

3. Shipping Instructions

All shipments must be sent to the following address:

[Your Company Name]
[Your Shipping Address]
[City, State, Zip Code]

4. Customs and Duties

Vendors are responsible for understanding the customs requirements of the destination country and should factor in any duties or taxes that may apply.

5. Communication

Please keep us informed of the shipment status, including tracking information, to ensure smooth delivery.

We thank you for your cooperation and look forward to a successful partnership.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]