

International Shipping Guidelines for Suppliers

Date: [Insert Date]

To: [Supplier Name]

[Supplier Address]

Dear [Supplier Name],

We are writing to outline the guidelines for international shipping practices that must be adhered to for our partnership.

Shipping Requirements

- All shipments must include a complete and accurate invoice.
- Ensure compliance with customs regulations in the destination country.
- Use appropriate shipping methods that guarantee timely delivery.

Packaging Standards

- All goods must be securely packaged to prevent damage during transit.
- Label packages clearly with the destination address and contact information.

Documentation

- Include all necessary export and import documentation.
- Provide tracking information upon shipment.

Contact Information

If you have any questions regarding these guidelines, please contact us at [Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]