

Shipping Procedures for Overseas Suppliers

Date: [Insert Date]

To: [Supplier's Name]

Address: [Supplier's Address]

Dear [Supplier's Name],

We hope this message finds you well. As we proceed with our ongoing collaboration, we would like to outline the shipping procedures to ensure a smooth and efficient process for our forthcoming orders.

1. Packaging Requirements

All products must be packaged securely to prevent damage during transit. Please use durable materials and ensure that each package is clearly labeled with the contents and destination address.

2. Shipping Method

We recommend using [Preferred Shipping Carrier] for all shipments. Please provide us with the tracking numbers as soon as the items are dispatched.

3. Customs Documentation

Ensure that all necessary customs documentation is completed and provided. This includes invoices, packing lists, and any required certificates.

4. Shipping Costs

Please confirm whether shipping costs will be included in your invoice or billed separately.

5. Delivery Timeline

We kindly request that you provide us with estimated delivery timelines for our orders.

Thank you for your attention to these details. We look forward to continuing our successful partnership.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]