

Shipping Protocol for Overseas Suppliers

Date: [Insert Date]

To: [Supplier's Name]

Address: [Supplier's Address]

Email: [Supplier's Email]

Dear [Supplier's Name],

We are writing to outline the shipping protocol for our upcoming order. To ensure a smooth and efficient process, please adhere to the following guidelines:

1. Shipping Method

All shipments should be made via [Insert Preferred Shipping Method].

2. Documentation

Ensure the following documents accompany each shipment:

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

3. Labeling

All packages should be clearly labeled with the following:

- Recipient's Name
- Delivery Address
- Tracking Number
- Order Reference Number

4. Shipping Schedule

Please confirm the estimated shipping date by [Insert Deadline]. All shipments should arrive no later than [Insert Arrival Date].

5. Contact Information

If you have any questions, please do not hesitate to contact us at:

Email: [Your Email]

Phone: [Your Phone Number]

Thank you for your cooperation. We look forward to continuing our partnership.

Sincerely,

[Your Name]

[Your Title]

[Your Company]