

Export Shipping Instructions

From: [Your Company Name]

To: [Supplier Name]

Date: [Date]

Shipping Instructions

Dear [Supplier Name],

Please find below the shipping instructions for the upcoming export of goods:

Order Details

- **Order Number:** [Order Number]
- **Product Description:** [Product Description]
- **Quantity:** [Quantity]
- **Shipping Date:** [Shipping Date]

Shipping Method

Please use the following shipping method:

- **Carrier:** [Carrier Name]
- **Service Level:** [Service Level]
- **Tracking Number:** [Tracking Number]

Documentation Required

Ensure that the following documents accompany the shipment:

- Commercial Invoice
- Packing List
- Export License (if applicable)

Shipping Address

Please ship the goods to the following address:

[Shipping Address]

Contact Information

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

Name: [Contact Name]

Email: [Contact Email]

Phone: [Contact Phone]

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]