

Guidelines for Overseas Buyer Transactions

Dear [Buyer's Name],

We appreciate your interest in our products and look forward to working with you. To ensure a smooth transaction process, please review the following guidelines:

1. Payment Terms

All payments should be made in [Currency] via [Payment Method]. Please ensure that payment is completed within [X Days] of order confirmation.

2. Shipping Procedures

Your order will be shipped within [X Days] after payment confirmation. We will provide tracking information once the shipment has been dispatched.

3. Import Duties and Taxes

As an overseas buyer, you may be subject to import duties and taxes. Please check with your local customs office for more information.

4. Communication

For any inquiries or concerns during the transaction process, please do not hesitate to contact us at [Email Address] or [Phone Number].

We look forward to a successful business relationship!

Sincerely,

[Your Name]
[Your Title]
[Your Company]