

Good morning, team. Today, I'd like to clarify our shipping procedures to ensure everyone is on the same page and that our operations run smoothly. Firstly, let's begin with the order processing. Once an order is received, it is crucial to verify all customer details, including the name, address, and contact information, to reduce the chance of errors. This step is vital for ensuring the package reaches the correct destination.

Next, we move to the picking and packing stage. Please ensure that the items are picked accurately from the inventory. Verify the product codes and quantities against the order form. Once picked, the items should be carefully packed into suitable packaging material. Consider using bubble wrap for fragile items and securing the package with strong tape. Once packed, attach the shipping label to the parcel. This label must contain the order number, shipping address, and barcode. Double-check these details before proceeding.

Now, let's discuss arranging for courier pickup. Schedule the pickup with a courier service ahead of time, ensuring you choose the appropriate delivery speed according to the customer's shipping preference. Be sure to provide the courier with any necessary documentation, such as customs forms for international shipments.

Keep track of the shipment with the tracking number provided by the courier. This allows you to monitor the package's progress and provide updates to the customer if necessary.

Finally, once the package is delivered, confirm receipt with the customer and address any queries or issues they might have promptly.

These steps ensure our shipping process is efficient and customer-focused. If you have any questions or require further clarification, please feel free to ask. Thank you for your attention and for your commitment to excellent service.