

Drop Shipping Instruction Template

ORDER DETAILS

1. Customer Name:
2. Customer Address:
3. Customer Phone/Email:
4. Product(s) Ordered:
5. Quantity:
6. Order Number:

SHIPPING INSTRUCTIONS

1. Ship to the address provided above.
2. Do not include any invoices, pricing, or promotional materials in the package.
3. Use plain and neutral packaging.
4. Provide tracking information as soon as the order is shipped.

SPECIAL NOTES

SUPPLIER INFORMATION

1. Company Name:
2. Contact Person:
3. Email/Phone: