**Shipping and Delivery Process**

**Video Script**

**Introduction: (30 Seconds)**

**Welcome to our tutorial about how shipping and delivery are done. Well organized shipping and delivery is important for selling products to customer on time for customer satisfaction. Let’s talk about the key steps for secure shipping and delivery process.**

**Step 1: Arrange Order For Shipping**

**(30 Seconds)**

**Once an order is received and it’s processed, the first step is to arrange the orders for shipment. It includes packing the product securely, generating and printing the shipping label and including any improvement documents like invoice, custom form, etc. Appropriate preparation is essential to ensure that the package arrive safely at its destination.**

**Step 2: Select Reliable Shipping Carrier**

**( 20 Seconds)**

**Choose a proper shipping carrier to ensure on factors like delivery cost, speed and destination.It may differ with your choice as whether you are shipping domestically or internationally. Choose a carrier that offer reliable service and tracking option for both you and your customer.**

**Step 3: Ship the package**

**( 30 Seconds)**

**Once the package is done and the carrier is confirmed, it’s time to ship the order. Drop the package at carrier’s location or appoint a driver for pickup. Keep in touch with customer throughout shipping process to build customer trust.**

**Step 4: Track and Confirm Delivery**

**(40 Seconds)**

**Keep track of the package by using tracking information. Once the package delivered, update it in your system. If the customer has any problem with delivery. Such as damage of the package, lost of package,etc. Contact with the carrier and address problem with them ,resolve it and then update the customer .**

**Conclusion: ( 20 Seconds)**

**Overall, a well design shipping and delivery ensure that your product is received by customer in a good condition. Which will further lead to repeat business. Thank you for watching and happy shipping.**

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