



Holiday shipping tips & fulfillment checklist.

Ship early and follow this timeline for fulfillment success.





October.

1

Order shipping supplies.

By looking at last year's packaging habits, you can predict what you'll need and place orders to have a fully stocked inventory of shipping supplies.

2

Get inventory deadlines for 3PL.

So that your goods are delivered in time, ask your 3PL when they need your inventory to ensure you meet the deadline shipping dates.

3

Update return policy/strategy.

A solid 68% of shoppers make their purchases on return policies alone, so keep your returns simple for your customers. Include a return shipping label to simplify the return process.

4

Prepare your staff.

For higher shipping volumes, make sure your staff knows where packaging materials are and how to properly package shipments.



November.



Monitor your inventory.

As sales begin to roll in, make sure you keep an eye on inventory levels.



Prepare packages during downtime.

You know what your biggest sellers are. Boxing popular orders in advance and noting the weight on the package will save time when orders start pouring in. All you will have to do is slap a label on and voila!



Protect from loss.

Ask your provider for options for preventative measures, like delivery tracking and requiring customer signatures.



Clearly define your shipping terms.

Shipping terms are often overlooked on days that end in Y and misunderstandings skyrocket. Communicate your shipping terms clearly.



December.



Stay on top of your orders.

Drastically reduce your risk of delay and circumvent any hiccups by shipping orders the same day they're placed, or at least, within 12 hours of the order.



Communicate shipping cutoff dates.

You will want to communicate these cutoff dates based on service.



Check delivery addresses.

Check, double check and triple check addresses with your shipping provider before printing labels.



You just found your very own shipping department.

Call FreightCenter at (800) 716-7608 today
or visit us online at [FreightCenter.com](https://www.FreightCenter.com)

