

Amazon FBM Packaging Checklist

Print Packing Slip and Address Labels

- Follow directions [here](#).

Packaging Guidelines

- Get purchases to buyers even faster (and without paying for priority mail) by simply using the nine-digit ZIP Code associated with the buyer's shipping address.
- Use metered postage.
- Prominently label the package with the message, "Your Amazon.com Marketplace Order."
- Use a complete return address, typewritten or printed in a neat and legible manner, on all packages. Include your seller name in the return address.
- Use a complete shipping address. You can cut an address label from your printed packing slip and attach it to your package.
- Include a packing slip with your item. You can print a packing slip from the [Manage Orders](#) page.
- Prepare a professional, clean package.

Confirm Shipment

- If Charge When Ship is activated for your account, see [How to Confirm a Shipment for instructions on using the tools in Manage Orders to notify the buyer](#).** You should not contact the buyer directly to confirm shipment.
- If you drop-ship or are shipping from an address or city unfamiliar to the buyer,** please notify them via e-mail of the package origin or "ship from" address.
- If your account is not activated for Charge When Ship,** contact the buyer once you ship their item using the link in the "Contact Buyer" column in Manage Orders. Let the buyer know that their order is on the way, and by what method you have shipped it. If you used a trackable shipping method, give the buyer the tracking number.