

Order Fulfilment Email sequence:

Email No.1

Dear [Name],

Please find attached, the required quotation for qty.01 [product name] along with the datasheet. Please go through the datasheet and it will answer all questions that you might have.

You may use any of the following 02 options for the payment:

Option 01:

You can deposit the funds in the following account and share the deposit slip with me:

Title: [Account Title].

Bank: [Bank Name]

Branch: [Branch Name]

ACC No: [Account Number]

IBAN: [IBAN Number]

Or

Option 02:

Send the cheque to:
[Company Name]
[Address]

Let me know how you wish to proceed.

Regards,

XYZ Inc
Phone+9212345678
info@xyz-inc.com

Email 02:

Subject: Payment acknowledgment: Your payment of **\$\$77,5822.00** has been received

Hello Mr. X,

your payment of **{Paid Amount }** has been received against P.O.**EBR-TRT/74058-23-004** via Instrument Number/ transaction ID **362436941** drawn on **BANKNAME**

Current status of your order:

Being prepped for shipping

Kindly confirm your delivery address and we shall have your item(s) shipped asap!

Kind regards,

XYZ Inc

Phone+9212345678

info@xyz-inc.com

Email 3:

Dear Ms Z,

Thank you for your patience. Below is the status of your order:

Delivery / Preparation for Shipping

Feel free to contact us if you have any queries.

Regards,

XYZ Inc

Phone+9212345678

info@xyz-inc.com

Email 4:

Subject: Order Fulfilment Update: Your order **123456** to **XYZ Inc** as been handed over to The Ccourier Service Tracking number 5069067883

Dear Mr X,

Thank you for your patience. Below is the status of your order:

Delivery / Handed Over To Courier

You may track your order via **TCS** using tracking number **57883** on their website (www.courier-name.com)

Do acknowledge receipt of the goods once received via return email.

Thank you for your business and feel free to contact us if you have any queries.

Regards,
XYZ Inc
Phone+9212345678
info@xyz-inc.com

Email 5:

Dear Mr X,

The shipment has been delivered on 11/05/2023 and signed for by Mr Y (ph.No _____)

We hope you enjoy using the product and it helps you make your projects run ever more smoothly.

Thank you for your business! Please let us know how we did by following any of the below mentioned links

<http://forms.gle/X5hotXH2HoHt8D548>

<https://g.page/xyz-inc/review?yt>

We look forward to working with you again. Be great!

Best for you and your team.

Feel free to contact us if you have any queries.

Regards,
XYZ Inc
Phone+9212345678
info@xyz-inc.com

CONFIDENTIAL