**SHIPPING POLICY**

This Shipping Policy is for [COMPANY NAME] and was last updated on [DATE].

1. **SHIPPING AND DELIVERY OPTIONS**.

[ ]  - **Domestic Shipping**.

[ ]  - **International Shipping**.

[ ]  - **Local Delivery**.

[ ]  - **Local Pick Up**.

|  |  |  |
| --- | --- | --- |
| SHIPPING METHOD | DELIVERY TIME | COST |
| Option 1: [DESCRIBE] | [DAYS] business days | [COST] |
| Option 2: [DESCRIBE] | [DAYS] business days | [COST] |
| Option 3: [DESCRIBE] | [DAYS] business days | [COST] |
| Option 4: [DESCRIBE] | [DAYS] business days | [COST] |
| Option 5: [DESCRIBE] | [DAYS] business days | [COST] |

1. **PROCESSING TIME**

Orders are processed within [DAYS] business days excluding weekends and public holidays. Once the item has been handed to the delivery carrier, a tracking number will be sent to the customer.

1. **CANCELLATIONS**

After an order is submitted, processing begins and the order cannot be canceled. If there are questions about canceling an order, please contact us.

1. **RETURNS**

Our return policy is:

[ ]  - **Returns Accepted.** Returns will be accepted [DAYS] days from order date. Items must be returned unused and in original condition.

[ ]  - **Returns Not Accepted.** Returns are not accepted and all sale are final.

1. **DELAYED ORDERS**

In the case of delayed processing, customers will have the option to cancel their order for a full refund. Shipping carrier delays do not fall under the seller’s liability. For delayed shipments, please first contact the shipping carrier for the item’s status.

1. **DAMAGED ORDERS**

[COMPANY NAME] is not liable for lost or damage products after the order has been placed in the hands of the shipping carrier. If your product has arrived damaged, reach out to us so that we may assist you in filing a claim with the shipping provider.

1. **CONTACT**.

For questions about this shipping policy, contact us at:

Phone: [PHONE NUMBER]

Email: [EMAIL]