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The Delivery Notice Kit

1 AI A Day · Day 47

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A year-end delivery notice buyers actually read: ship-out dates, not delivery promises, in three places.

The idea

"Slight delays may occur" answers nothing. A clear notice tells buyers when you ship, when you restart, and what to do if they need it by a date.

The five parts

1. Your last ship-out date before any break
2. When you ship again
3. Where to track the parcel
4. What to do if they need it by a specific date
5. Posted where buyers look: listing banner, chat auto-reply, shop note

The prompt

> My shop ships until [date] and restarts on [date].
> Write a year-end notice in three versions:
> 1. a listing banner line (under 15 words)
> 2. a chat auto-reply (under 50 words)
> 3. a pinned shop note
> English and Bahasa Melayu.
> Use only the dates I gave.
> Promise ship-out dates, never delivery dates.

Ship-out date planner

DATE	SHIPPING?	PACKERS ON DUTY	NOTES

Fill in every day from now to the restart date. Your notice comes from this table, not from memory.

The trap

Promising a date the courier never gave you. You control when you ship, not when it arrives.