

# Team meeting regarding delivery problems

[Business](#), [Management](#)



Customs are halting deliveries across international borders and the complaints suggest the problem is with how paperwork is being completed for cross-border shipments. Customs officials have identified that key information is missing from some paperwork coming from the business such as dates, signatures, or even the correct labels which identify contents on the packaging. These are human errors and, if discovered to be the problem, should be easily corrected with the team's ability to conduct internal process analyses.

Team members are invited to bring with them, to the meeting, ideas on how to solve the paperwork problem with customs and also satisfy our clients.

The new market in Canada will bring better sales revenues and provide more job opportunities for team members who can perform to policy expectations.

Together, as a business unit, we can discover what process errors are causing delivery delays and improve the customs packaging and paperwork systems.

I appreciate your dedication and your historical accomplishments in the project which have always led to business success. This new market is vital to the business and this issue requires a rapid response. Please attend the meeting with a few proposals on the problem.