

Expedited Shipping Terms Agreement

Date: [Insert Date]

From:

[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

To:

[Client Name]
[Client Company Name]
[Client Address]
[City, State, Zip Code]

Dear [Client Name],

This letter serves to outline the terms and conditions regarding expedited shipping services provided by [Your Company Name].

1. Scope of Services

[Your Company Name] agrees to provide expedited shipping services for the products listed in the attached document.

2. Delivery Terms

The estimated delivery timeframe will be [insert timeframe], contingent upon the acceptance of this agreement.

3. Costs

The total cost for expedited shipping will be [insert cost], which includes [details about what's included, like handling, insurance, etc.].

4. Payment Terms

Payment is due upon receipt of the invoice and must be made within [insert number] days.

5. Liability

[Your Company Name] will not be liable for any delays beyond our control, including but not limited to weather conditions or unforeseen transportation issues.

Please sign and return a copy of this agreement to signify your acceptance of the terms outlined above.

Sincerely,
[Your Name]
[Your Position]
[Your Company Name]

Accepted by:

[client signature line]

[Printed Name]
[Client Position]
[Client Company Name]