

Transportation Service Retainer Agreement

Date: [Insert Date]

[Nonprofit Organization Name]

[Nonprofit Organization Address]

[City, State, Zip Code]

Subject: Transportation Service Retainer Agreement

Dear [Recipient's Name],

This letter serves as a formal agreement between [Transportation Service Provider Name] and [Nonprofit Organization Name]. We are pleased to offer our transportation services to support your valuable initiatives and programs.

Scope of Services

We agree to provide the following transportation services:

- Scheduled transportation for events, programs, and activities.
- Accessible transportation for individuals with special needs.
- Logistical support for outreach activities.

Retainer Fee

The nonprofit organization agrees to a retainer fee of [Amount] per month for the duration of this agreement. This fee covers all services mentioned above.

Duration of Agreement

This agreement will commence on [Start Date] and will continue until [End Date], with the option to renew upon mutual agreement.

Terms and Conditions

Both parties agree to adhere to the terms outlined herein, including timely communication and scheduling of services.

We look forward to contributing to the success of [Nonprofit Organization Name] and supporting your mission. Please sign below to confirm your acceptance of this agreement.

Sincerely,

[Your Name]

[Your Position]

[Transportation Service Provider Name]

Acceptance

[Recipient's Name]

[Nonprofit Organization Name]

Date: _____