

Transportation Services Retainer Agreement

Date: [Insert Date]

Client Name: [Insert Client Name]

Client Address: [Insert Client Address]

Dear [Client Name],

This letter serves as a retainer agreement for transportation services provided by [Your Company Name] to [Client Name]. This agreement outlines the terms and conditions of our services to ensure a mutual understanding and smooth collaboration.

1. Scope of Services

We will provide the following transportation services: [Describe Services].

2. Retainer Fee

The retainer fee will be [Insert Amount] to be paid on a [Monthly/Quarterly] basis, due on the [Insert Due Date].

3. Duration of Agreement

This agreement will commence on [Start Date] and will continue until [End Date], unless terminated by either party with [Insert Notice Period] notice.

4. Responsibilities

Both parties agree to the following responsibilities: [Insert Responsibilities].

5. Confidentiality

Both parties will maintain confidentiality regarding any sensitive information exchanged during the term of this agreement.

Please sign below to acknowledge your acceptance of the terms outlined in this letter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]

Acceptance

Signature - [Client Name]

Date: _____