

Shipping Payment Terms and Conditions

Date: [Insert Date]

To: [Recipient Name]
[Recipient Company]
[Recipient Address]
[Recipient City, State, Zip Code]

Dear [Recipient Name],

We are pleased to provide you with our shipping services. Below are our payment terms and conditions regarding shipping:

1. Payment Terms

All payment for shipping services is due upon receipt of invoice. Late payments may incur a fee of [Insert Fee] after [Insert Grace Period].

2. Accepted Payment Methods

We accept the following payment methods:

- Credit Card
- Bank Transfer
- PayPal

3. Shipping Charges

Shipping charges are calculated based on the weight, dimensions, and destination of the package. A detailed breakdown will be provided in your invoice.

4. Cancellation Policy

Cancellations must be made within [Insert Time Frame] to avoid any charges.

5. Liability

We are not liable for any damages or losses incurred during shipping unless otherwise agreed upon in writing.

If you have any questions or need further clarification on our shipping payment terms, please do not hesitate to reach out.

Thank you for choosing [Your Company Name] for your shipping needs.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]