

# Reserved Shipping Slot Agreement

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

This letter serves as a formal agreement regarding the reservation of shipping slots for our upcoming project, [Project Name]. Based on our discussions, we have outlined the following terms for the reserved shipping slots:

## Shipping Slot Details

- **Project Name:** [Project Name]
- **Shipping Slot Dates:** [Start Date] to [End Date]
- **Quantity of Slots Reserved:** [Number of Slots]
- **Shipping Method:** [Method of shipping]

## Terms and Conditions

1. The reserved shipping slots are effective from the specified start date to the end date.
2. Any changes to the quantity or dates must be communicated in writing at least [Number of Days] days in advance.
3. Payment terms for the reserved slots are as follows: [Insert Payment Terms].

Please confirm your acceptance of these terms by signing below and returning a copy of this letter by [Return Date].

Thank you for your cooperation. We look forward to facilitating the shipping needs for [Project Name].

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]

## **Acceptance**

I, [Recipient's Name], hereby accept the terms and conditions outlined in this Reserved Shipping Slot Agreement.

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Signature

Date: \_\_\_\_\_