

Reserved Shipping Slot Agreement

Date: [Insert Date]

Client Name: [Client Name]

Client Address: [Client Address]

Dear [Client Name],

We are pleased to confirm your reserved shipping slot agreement with [Your Company Name]. This agreement outlines the terms for your recurring shipping slot for the upcoming [Insert Duration, e.g., month/quarter].

Agreement Terms

- **Shipping Frequency:** [Specify Frequency, e.g., weekly, bi-weekly]
- **Reserved Slots:** [Specify Reserved Time Slots]
- **Total Cost:** [Specify Total Amount] payable [Payment Terms]
- **Commencement Date:** [Insert Start Date]
- **Cancellation Policy:** [Outline Cancellation Terms]

Please sign and return a copy of this agreement by [Insert Deadline Date] to confirm your acceptance of these terms. We appreciate your continued partnership and look forward to serving you.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]

Signature

[Client Name]

Date: _____