

# Delivery Service Terms and Conditions

Date: [Insert Date]

Dear [Customer Name],

Thank you for choosing [Company Name] for your delivery needs. Below are our terms and conditions for our delivery service:

## 1. Delivery Areas

Our delivery services are available in the following areas: [List Areas].

## 2. Delivery Charges

The delivery charges are as follows: [Detail Charges].

## 3. Delivery Timeframes

Estimated delivery times are [Insert Timeframes]. Please note that delivery times may vary based on circumstances beyond our control.

## 4. Cancellation Policy

Customers may cancel their delivery requests up to [Insert Timeframe] before their scheduled delivery time without any charges.

## 5. Liability

[Company Name] is not liable for any delays caused by unforeseen circumstances, including but not limited to weather conditions and traffic issues.

## 6. Contact Information

If you have any questions or need assistance, please contact us at:

Email: [Insert Email]

Phone: [Insert Phone Number]

Thank you for your understanding and for choosing [Company Name].

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]