

Client Onboarding Agreement

Date: [Insert Date]

Client Name: [Insert Client Name]

Client Address: [Insert Client Address]

Dear [Client Name],

Welcome to [Your Company Name]!

We are excited to partner with you in enhancing your e-commerce experience. This letter outlines the terms of our onboarding agreement.

1. Scope of Services

We will provide the following services:

- Platform setup and customization
- Product listing and inventory management
- Payment gateway integration
- Training and support

2. Responsibilities

Your responsibilities include:

- Providing necessary access and documentation
- Communicating promptly regarding questions or issues
- Reviewing and approving content and configurations

3. Timeline

The onboarding process is expected to take [insert estimated time frame].

4. Fees

The total cost for our services is [insert cost], payable as follows:

- [Insert payment terms]

5. Confidentiality

Both parties agree to maintain confidentiality regarding proprietary information exchanged during this process.

6. Acceptance

If you agree to the terms outlined in this letter, please sign and return a copy to us.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Contact Information]

Agreed and Accepted by:

[Client Name]

Date: _____