

Engagement Letter for Logistics Services

Date: [Insert Date]

To: [Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

We are pleased to confirm our engagement to provide logistics services to [Client's Company Name]. This letter outlines the terms and scope of our engagement.

Scope of Services

We will provide the following logistics services:

- Transportation Management
- Warehousing and Distribution
- Inventory Management
- Supply Chain Optimization

Fees and Payment Terms

The fees for our services will be based on [insert fee structure, e.g., hourly rate, flat fee, etc.]. Payment is due within [insert payment terms, e.g., 30 days] of receipt of the invoice.

Term of Engagement

This engagement will commence on [start date] and will continue until [end date or until terminated by either party].

Confidentiality

We agree to keep all information regarding your operations confidential and will not disclose any information to third parties without your prior consent.

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

Thank you for choosing [Your Company Name] as your logistics service provider. We look forward to working with you.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]

Accepted and Agreed:

[Client's Name]

[Client's Title]

[Client's Company Name]

Date: _____