

# Export-Import Agency Fee Structure

Date: [Insert Date]

To: [Client's Name]

[Client's Address]

Dear [Client's Name],

We are pleased to present our fee structure for the services provided by our Export-Import Agency. Below is a detailed outline of the fees associated with the various services we offer:

## Fee Structure

Service	Description	Fee
Consultation	Initial consultation for export/import needs	\$100
Documentation	Preparation and filing of necessary documents	\$200
Customs Clearance	Handling of customs procedures and regulations	\$300
Shipping Coordination	Arranging shipments and logistics	\$150

For any additional services or inquiries, please do not hesitate to contact us. We value your business and look forward to assisting you with your export-import needs.

Thank you for choosing our agency.

Sincerely,

[Your Name]

[Your Position]

[Agency Name]

[Contact Information]