

Export-Import Agency Terms and Conditions

Date: [Insert Date]

To: [Client's Name]

[Client's Address]

Subject: Terms and Conditions for Export-Import Services

Dear [Client's Name],

We are pleased to provide you with our terms and conditions pertaining to the export-import services offered by [Agency Name]. By engaging our services, you agree to the following terms:

1. Scope of Services

[Provide a brief description of the services offered]

2. Fees and Payment Terms

[Outline the fee structure and payment conditions]

3. Responsibilities of the Agency

[Detail the responsibilities your agency will uphold]

4. Responsibilities of the Client

[Detail the responsibilities expected from the client]

5. Confidentiality

[Explain the confidentiality terms]

6. Termination

[Outline the terms under which the agreement may be terminated]

7. Governing Law

[Specify the governing law of the agreement]

Please review these terms and conditions thoroughly. Should you have any questions or require further clarification, do not hesitate to contact us at [Agency Contact Information].

Thank you for choosing [Agency Name]. We look forward to working with you.

Sincerely,

[Your Name]

[Your Position]

[Agency Name]

[Agency Phone Number]

[Agency Email Address]