

Cargo Intermediary Service Engagement Letter

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 as your cargo intermediary service provider. This letter outlines the scope of our engagement and the terms and conditions governing our service.

Scope of Services

Our services will include, but are not limited to:

- Coordination of cargo transportation
- Customs clearance and documentation
- Freight forwarding
- Real-time tracking of shipments

Fees and Payment Terms

Our fees for the services rendered will be [Insert Fee Structure]. Payment is due upon receipt of the invoice and can be made via [Insert Payment Methods].

Responsibilities

You agree to provide us with all necessary information and documents in a timely manner to facilitate the services described above.

Confidentiality

We will treat all information received from you as confidential and will not disclose it to any third parties without your prior consent, except as required by law.

Termination

Either party may terminate this engagement with [Insert Notice Period] written notice to the other party.

If the terms of this letter are acceptable to you, please sign and return a copy of this letter.

Thank you for choosing our services. We look forward to working with you.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]

Accepted by:

[Client's Name]

Date: _____