

# Shipping Intermediary Service Terms

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

Dear [Recipient Name],

## **Subject: Shipping Intermediary Service Terms**

We are pleased to confirm your engagement with [Your Company Name] for shipping intermediary services. Below are the terms and conditions governing our services:

### **1. Scope of Services**

We will act as an intermediary to facilitate the transportation of goods between [Client Name] and the designated carriers.

### **2. Fees and Payment**

Our fees for services will be outlined in the attached quotation. Payment is due within [insert days] days of invoice receipt.

### **3. Responsibilities**

[Your Company Name] will ensure timely communication and coordinate with all parties involved. [Client Name] must provide accurate shipping information.

### **4. Liability**

[Your Company Name] is not liable for delays caused by circumstances beyond our control, including but not limited to, natural disasters and carrier delays.

### **5. Confidentiality**

Both parties agree to maintain the confidentiality of sensitive information exchanged during the service.

### **6. Termination**

Either party may terminate this agreement with [insert notice period] written notice.

If you agree to these terms, please sign and return a copy of this letter.

Thank you for choosing [Your Company Name] as your shipping intermediary.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]

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Enclosures: Quotation