

Onboarding Checklist for Transportation Service Clients

Dear [Client Name],

Welcome to [Your Company Name]! We are excited to have you onboard. To ensure a smooth transition into our services, please find below your onboarding checklist:

Onboarding Checklist

- **Contract Review:** Ensure all terms and conditions are agreed upon.
- **Account Setup:** Verify your account details and preferences.
- **Service Level Agreement (SLA):** Review and sign the SLA.
- **Vehicle Requirements:** Confirm the types and number of vehicles needed.
- **Scheduling Process:** Understand the booking and scheduling procedures.
- **Billing Information:** Provide billing preferences and details.
- **Emergency Contacts:** Share emergency contact information.
- **Training:** Schedule training for your team on our platform.
- **Feedback Process:** Familiarize yourself with our feedback and support channels.

Once you have completed the items on this checklist, please reply to this email, and we will proceed to the next steps. If you have any questions, do not hesitate to reach out.

Thank you for choosing [Your Company Name]. We look forward to a successful partnership!

Best Regards,
[Your Name]
[Your Position]
[Your Company Name]
[Contact Information]