

Shipping Service Engagement Letter

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Client Name]

[Client Company Name]

[Client Company Address]

[City, State, Zip Code]

Dear [Client Name],

We are pleased to confirm our engagement to provide shipping services for [Client Company Name]. This letter outlines the terms of our agreement and the scope of our services.

Scope of Services

We will provide the following shipping services:

- [Service Description 1]
- [Service Description 2]
- [Service Description 3]

Engagement Terms

The engagement will commence on [Start Date] and will continue until [End Date] or until terminated by either party with [Notice Period] notice.

Fees

The fees for our services will be based on [Fee Structure]. Payment terms will be as follows:

- Invoice will be issued on a [Monthly/Weekly] basis.
- Payment is due within [Payment Terms].

If you agree with the terms outlined above, please sign and return a copy of this letter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

Agreed and Accepted by:

[Client Name]

[Client Title]

[Client Company Name]

Date: _____