

# Shipping Service Agreement Overview

Date: [Insert Date]

To: [Client Name]

From: [Your Company Name]

Subject: Shipping Service Agreement Overview

Dear [Client Name],

We are pleased to present you with an overview of our Shipping Service Agreement. This document outlines the terms and conditions under which [Your Company Name] will provide shipping services to you.

## 1. Services Provided

We will provide the following services:

- Pickup and Delivery
- Tracking Services
- Customs Clearance

## 2. Duration of Agreement

This agreement will be effective from [Start Date] to [End Date], with potential for renewal.

## 3. Payment Terms

Payments will be due on [Payment Due Date] with accepted methods including [Payment Methods].

## 4. Responsibilities

Both parties agree to uphold the following responsibilities:

- [Your Company Name] will ensure timely transportation.
- [Client Name] will provide accurate shipping information.

## 5. Termination Clause

Either party may terminate this agreement with [Notice Period] notice.

We appreciate the opportunity to work with you and are committed to providing quality service. Please feel free to reach out if you have any questions or need further clarification.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]