

## Messenger Service Agreement

\_\_\_\_\_, referred to as CUSTOMER, and \_\_\_\_\_,  
referred to as MESSENGER or MESSENGER SERVICE, agree:

MESSENGER shall deliver messages and parcels not exceeding \_\_\_\_\_ pounds upon request by CUSTOMER upon \_\_\_\_\_ notice in a service area of \_\_\_\_\_ miles maximum distance from CUSTOMER's offices. The base fee set below shall cover \_\_\_\_\_ deliveries. An additional fee equal to \$ \_\_\_\_\_ ( \_\_\_\_\_ & \_\_\_\_/100 dollars) per additional delivery shall be due.

MESSENGER shall collect mail to be posted with the U.S. Postal Service \_\_\_\_\_ time(s) daily, \_\_\_\_\_. CUSTOMER shall place all outgoing mail in a centrally agreed upon location. The approximate times for pick up shall be:  
\_\_\_\_\_

This agreement shall commence on \_\_\_\_\_ and terminate on \_\_\_\_\_.

CUSTOMER shall pay a minimum monthly fee of \$ \_\_\_\_\_ ( \_\_\_\_\_ & \_\_\_\_/100 dollars) per month.

Date: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_ By Customer

\_\_\_\_\_  
\_\_\_\_\_ By Messenger Service

# Messenger Service Agreement

## Review List

This review list is provided to inform you about the document in question and assist you in its preparation. This is a standard messenger agreement you should have in place if this kind of service is important to your business.

1. Make multiple copies. Give a signed original to each signer.
2. From a business point of view, if you use messenger services on a frequent basis, you can use the formality of this document to negotiate better prices since you are giving the vendor a requirements contract for their benefit.