**[A blue and white sign

Description automatically generated](https://www.smartsheet.com/try-it?trp=12274&utm_source=template-word&utm_medium=content&utm_campaign=Courier+Service+Proposal-word-12274&lpa=Courier+Service+Proposal+word+12274)Courier Service Proposal Template**

Company Name

Company Contact Information

**Your Company Logo**

Proposal For:

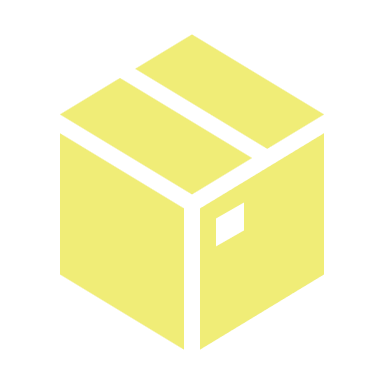
Proposal Title

Proposal Date: MM/DD/YY

Client Name and Company

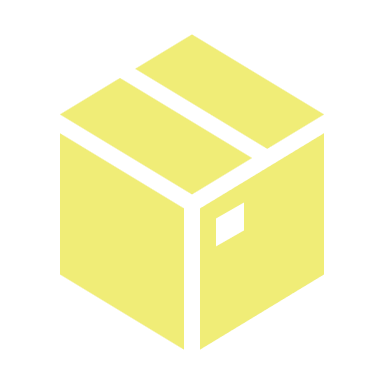
Client Contact Information

>>> About Us



**Introduction to the Company**

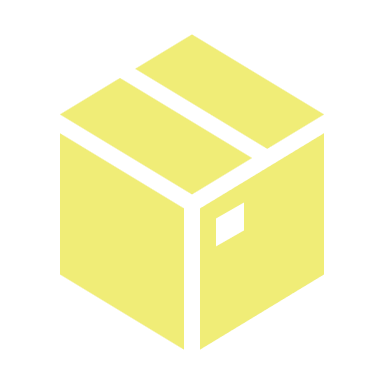
Provide a concise introduction to your company, outlining who you are, the services you offer, and the industries you serve.



**Company Background**

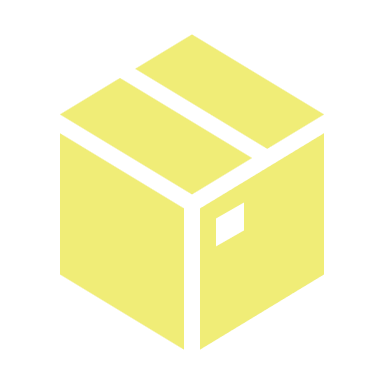
Describe the company’s experience, certifications, and commitment to safe and timely deliveries. Mention any notable achievements, specializations (e.g., medical courier experience), or unique technologies that enhance service.

>>> About You: Client Needs Assessment



**Summary of Client’s Needs**

Summarize the client’s specific needs based on initial discussions or provided information. Highlight the key challenges or goals they want to address.

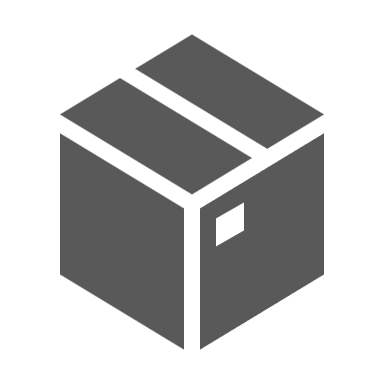


**Goals and Solutions**

Briefly outline how your services align with these needs, ensuring a tailored approach to meet their logistical challenges.

>>> Services Offered

1. **Same-Day Delivery:** Fast delivery service ensuring packages arrive on the same day.

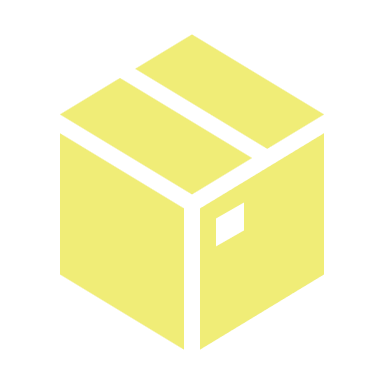


1. **Next-Day Delivery:** Guaranteed next-day arrival for shipments.
2. **Scheduled Pickups and Deliveries:** Regular, scheduled services tailored to the client’s operational hours.
3. **Medical Courier Services**: Specialized handling for medical supplies, specimens, and lab samples.
4. **Temperature-Controlled Transport**: Delivery with temperature maintenance for sensitive items.
5. **Document Delivery and Verification**: Secure document transport, including verification if needed.
6. **Freight and Large Parcel Transport**: Handling for oversized or bulk deliveries.
7. **Specialized Services:** List any additional options relevant to the client.

>>> Pricing Structure

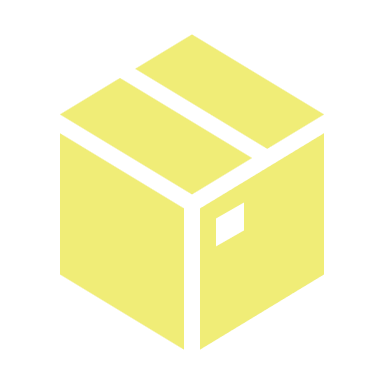
|  |  |  |  |
| --- | --- | --- | --- |
| Service | Billing Option | Cost Breakdown | Payment Terms |
| Same-Day Delivery | Per-Mile Rate | Amount/Rate per Mile | Billed per Delivery |
| Next-Day Delivery | Flat Fee | Amount/Rate per Package | Billed per Delivery |
| Schedule Pickup/Delivery | Subscription | Rate per Month | Monthly Billing |
| Medical Courier Services | Per Delivery or Subscription | Rate per Delivery or Monthly Rate | Monthly Billing |
| Temperature-Controlled | Flat Rate Plus Handling Surcharge | Flat Rate Plus Handline Surcharge | Billed per Delivery |

>>> Tracking and Security Measures



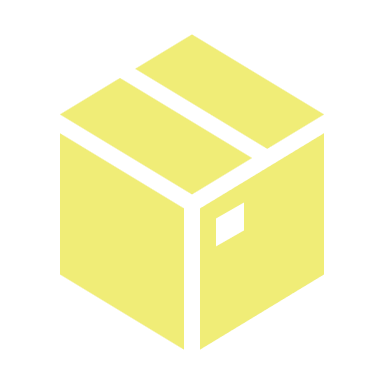
**Tracking Capabilities**

Describe your tracking technology, such as real-time GPS tracking, client access portals, or mobile notifications for package status.



**Proof of Delivery**

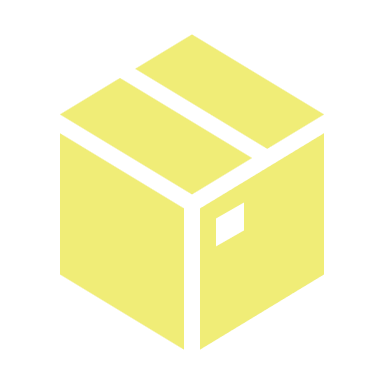
Explain methods for delivery verification (e.g., digital signatures, photo confirmations) to ensure secure receipt by intended recipients.



**Security Measures**

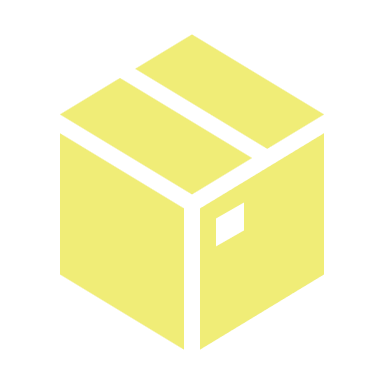
Outline any additional security protocols for high-value items, sensitive materials, or restricted access locations.

>>> Terms and Conditions



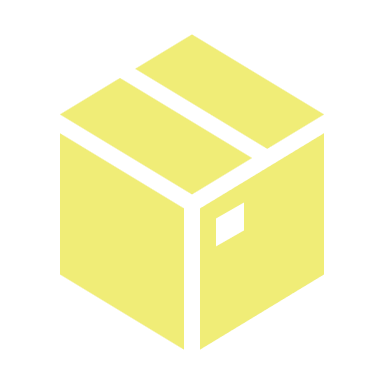
**Service Scope**

Define the specific terms of service for each type of delivery, including any limitations.



**Liability and Insurance**

Specify coverage provided for packages, including insurance options and liability limits.

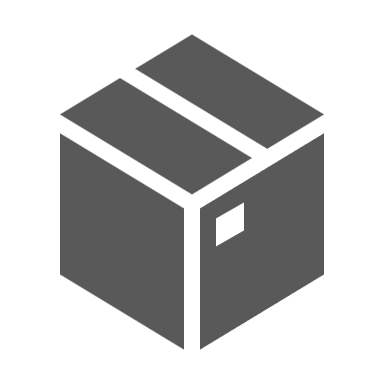
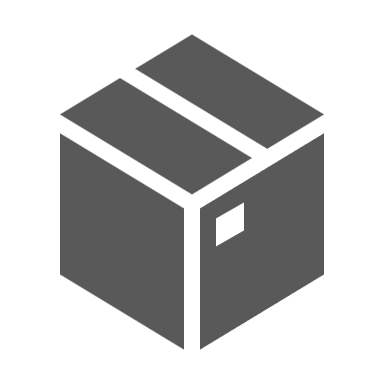


**Cancellation and Rescheduling Policy**

Outline the policies for order changes, cancellations, or rescheduling, and any fees associated.

>>> Client Testimonials

Include feedback from previous clients to demonstrate reliability and satisfaction with your services. Highlight any industry-specific experience (e.g., healthcare, legal) if relevant.



**“Client testimonial …”**

* *Client Name*

**“Client testimonial …”**

* *Client Name*

>>> Next Steps

**Engagement Instructions**: Clearly outline the next steps for the client to begin services, such as signing the proposal or scheduling a consultation.

**Contact Information**

|  |
| --- |
| Name |
| Role / Position / Title |
| Phone |
| Email |
| Company Address |
| Website / Links |

|  |
| --- |
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