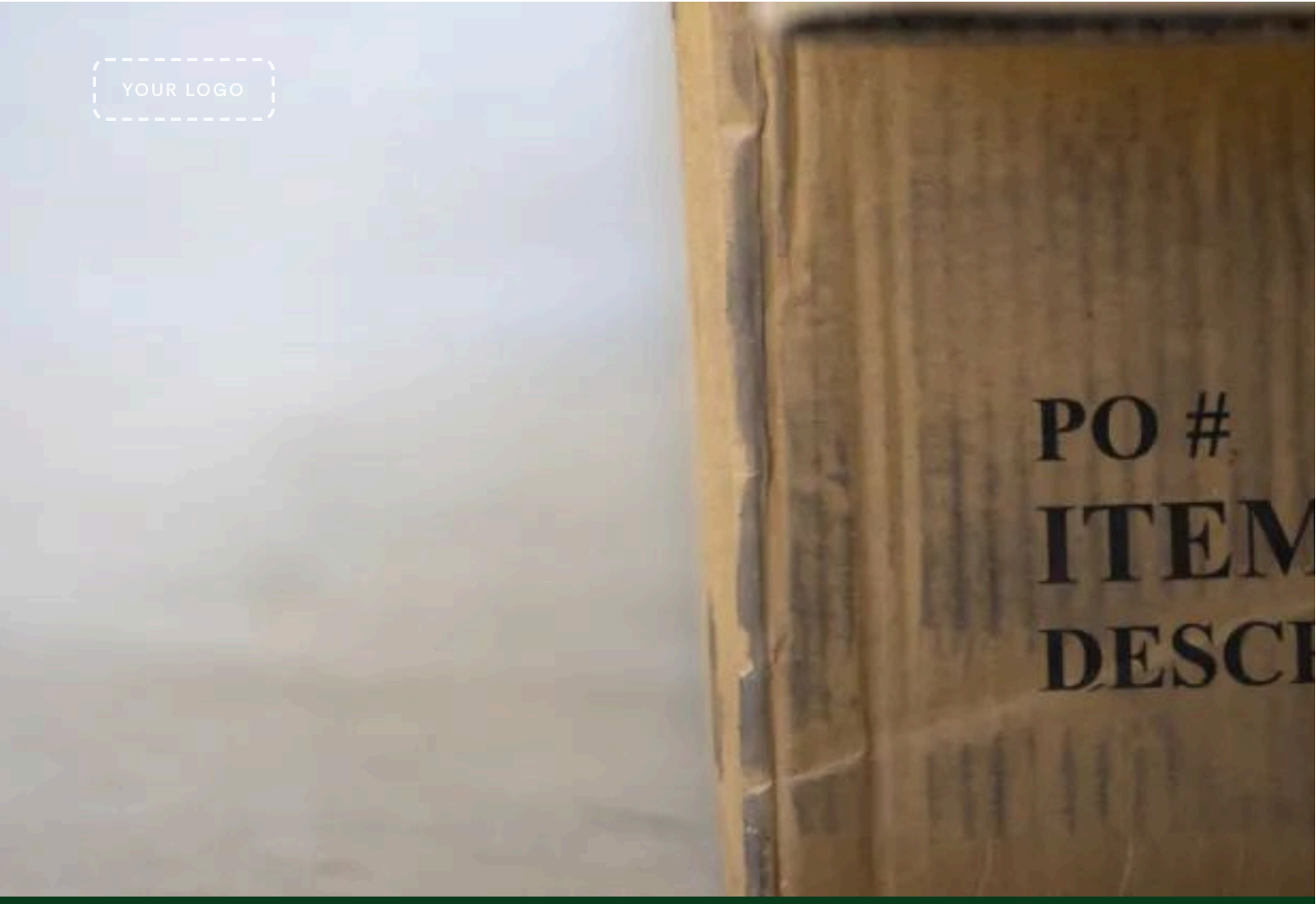
YOUR LOGO



WELCOME PACK · LOGISTICS AND TRANSPORT

Welcome, Client name

Your team, what we need from you and the first 30 days.

Project lead Name **Start** DD/MM/YYYY **Check-in** Day, time

YOUR TEAM

ROLE	NAME	CONTACT
Project lead	Name	Email, phone
Day-to-day contact	Name	Email, phone
Specialist	Name	Email, phone
Escalation	Name	Email, phone

WHAT WE NEED FROM YOU

- [ ] Pickup and drop locations
- [ ] Volume forecast
- [ ] Contacts at each site
- [ ] Invoice details
- [ ] Escalation contacts

TIMELINE

Your first 30 days

1
Kick-off, access and plan confirmed
1 week

2
First deliverable for review
1 week

3
Changes and approvals
1 week

4
First results and review
1 week

Start date date. Dates move with approvals and inputs listed in the assumptions.

HOW WE WORK TOGETHER

- One weekly check-in of 30 minutes
- Approvals by email or on the shared link
- Urgent issues: call your project lead
- Monthly report on on-time delivery

A NOTE FROM US

We are glad to have you with us, first name.

Sincerely,
Your name , role

