

WORKSHEET 6

Rate Sheet Fill-In Template

Build your professional rate sheet to email prospects — Chapter 16

■ courierbusinessinsider.com/newyork-worksheets — Download all 9 fillable worksheets free. Password: NEWYORK2026

Complete with your New York market rates (Chapter 14). Include Manhattan CBD surcharge. NYC corporate clients expect professional rate sheets.

[YOUR BUSINESS NAME]

Same-Day Local Courier Service | [City/Borough, NY] | [Phone] | [Email] | [Website]

SERVICE RATES

Service	Rate
Standard Same-Day Delivery (under ____ miles)	\$ ____
Per Mile After Base Distance	\$ ____ / mile
Manhattan CBD Surcharge (south of 60th St)	\$ ____ per delivery
Rush Delivery (pickup within 1 hour)	\$ ____ or + ____ % premium
Dedicated Hourly Rate	\$ ____ / hour (____ hr minimum)
Monthly Retainer (recurring scheduled routes)	Contact for custom quote

EVERY DELIVERY INCLUDES

✓ \$1,000,000 – \$2,000,000 commercial auto liability coverage
✓ Photo proof of delivery on every job
✓ Real-time status updates via text or email
✓ Certificate of Insurance with Additional Insured available on request
✓ Familiar with NYC building security check-in protocols

✓ Direct communication with the owner on every job