

**MEMORANDUM OF UNDERSTANDING**

The Florida Export Document Alliance (will be referred to as FLEDA for the purposes of this document) will provide access to fast, reliable, electronic export document processing of Certificates of Origin, Free Sale and Good Manufacturing Practice. The FLEDA will also provide technical assistance when needed, in properly completing and filing those documents to the members of the \_\_\_\_\_ (will be referred to as \_\_\_\_\_ for the purposes of this document) at the discounted member pricing. FLEDA is staffed and maintained by the trained professional staff members of the Greater Miami Chamber of Commerce (will be referred to as The Chamber for the purposes of this document).

- \_\_\_\_\_ members will have access to electronic document processing at the discounted member rate.
- The Chamber will contract with Swiftbox for the electronic processing of documents through the FLEDA.
- The Chamber will collect, account for and remit to Swiftbox all appropriate processing fees needed to successfully operate FLEDA. The Chamber will share 30% of all net revenue for documents processed for \_\_\_\_\_ members on a quarterly basis.
- Document processing and technical assistance for documents processed through FLEDA will be completed by the trained professional staff members of The Chamber.
- FLEDA will co-brand and promote \_\_\_\_\_.

The Chamber will offer and promote electronic export document services to its members as well as market the service to freight-forwarders and exporters in The Chamber’s service area.

- The Chamber will create a link from its website to FLEDA.
- The Chamber and \_\_\_\_\_ will promote FLEDA to its members through written, electronic, and verbal communications.
- The Chamber will address questions or inquiries about technical assistance to the applicant companies listed on Swiftbox

This partnership is a two-year agreement to automatically renew unless other wishes are expressly written no less than three-months before renewal. This proposal is made with hopes of a long-term, on-going partnership to serve exporters throughout the State of Florida.

_____	_____	_____	_____
Authorized Representative	Date	Authorized Representative	Date
Florida Export Document Alliance		(Organization Name)	