



PROPOSAL KIT SAMPLE

SAMPLE CONTRACT PACK DOCUMENT

Scroll down to read the first part of this sample contract document. When purchased, the complete contract is included in an editable Word format.

When purchased, the Proposal Kit Professional or Contract Pack will also include many related documents many of which are designed to work together.

For example, some documents are used in a longer sequence one after the other. Some include optional exhibit and schedules.

Also see this article for proposal and contract writing best practices:



<https://www.proposalkit.com/htm/business-proposal-writing-tips.htm>

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<<Company>> Department/Program

Prioritized Essential Functions

Essential functions are those organizational functions and activities that must be continued under any and all circumstances.

◆ <<Insert Function #1>>

Priority: <<Insert Priority>>

Essential Functions: <<Insert Functions>>

Key Personnel Required: <<Insert Personnel>>

Alternate Personnel: <<Insert Personnel>>

Systems Needed: <<Insert Systems>>

Current Location of System: <<Insert Location>>

Alternate Location: <<Insert Alternate Location>>

Remote Access if Office Closed: <<Insert Remote Access>>

Limited Staff: <<How to perform with limited staff>>

◆ <<Insert Function #2>>

Priority: <<Insert Priority>>

Essential Functions: <<Insert Functions>>

Key Personnel Required: <<Insert Personnel>>

Alternate Personnel: <<Insert Personnel>>

Systems Needed: <<Insert Systems>>

Current Location of System: <<Insert Location>>

Alternate Location: <<Insert Alternate Location>>

Remote Access if Office Closed: <<Insert Remote Access>>

Limited Staff: <<How to perform with limited staff>>

◆ <<Insert Function #3>>

Priority: <<Insert Priority>>

Essential Functions: <<Insert Functions>>

Key Personnel Required: <<Insert Personnel>>

Alternate Personnel: <<Insert Personnel>>

Systems Needed: <<Insert Systems>>

Current Location of System: <<Insert Location>>

Alternate Location: <<Insert Alternate Location>>

Remote Access if Office Closed: <<Insert Remote Access>>

Limited Staff: <<How to perform with limited staff>>

◆ <<Insert Function #4>>

Priority: <<Insert Priority>>

Essential Functions: <<Insert Functions>>

Key Personnel Required: <<Insert Personnel>>

Alternate Personnel: <<Insert Personnel>>

Systems Needed: <<Insert Systems>>

Current Location of System: <<Insert Location>>

Alternate Location: <<Insert Alternate Location>>

Remote Access if Office Closed: <<Insert Remote Access>>

Limited Staff: <<How to perform with limited staff>>

Leadership

Leadership describes the order of succession to key positions within the organization. Orders should be of sufficient depth to ensure the organization's ability to manage and direct its essential functions and operations. Please list job titles in the table, not employee names.

Department Leadership

DEMO CONTRACT

This demo contract has been truncated. The complete 3 page editable version of this document is available in the Contract Pack template collections

<https://www.proposalkit.com/htm/legal-contract-templates/misc-templates/essential-functions-priority-list-template.htm>

Once you purchase, download and install a retail Contract Pack that includes this contract, the complete version of this contract will be inserted into your project.

This contract document is included in the [Proposal Kit Professional](#) and one or more [Contract Pack](#) products.

This sample has been truncated to only show the first part. The complete editable version of this contract is included in Proposal Kit Professional and Contract Pack products found at:

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