



# 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>

[Click here to purchase Contract Pack](#)

**Company - Expense Report Form**

Name: \_\_\_\_\_

Activity: \_\_\_\_\_ Project: \_\_\_\_\_  
 Nonbillable: \_\_\_\_\_ Date: \_\_\_\_\_

For office use - or place a logo

If an exchange rate is involved, please record the rate used on your receipts.

| Date   | Hotel and Airfare | Car Rental, Taxi and Parking | Meals and Entertainment | Communications | Assets | Services | Other | Total | Description of Expense | Notes |
|--------|-------------------|------------------------------|-------------------------|----------------|--------|----------|-------|-------|------------------------|-------|
|        |                   |                              |                         |                |        |          |       |       |                        |       |
|        |                   |                              |                         |                |        |          |       |       |                        |       |
|        |                   |                              |                         |                |        |          |       |       |                        |       |
|        |                   |                              |                         |                |        |          |       |       |                        |       |
|        |                   |                              |                         |                |        |          |       |       |                        |       |
|        |                   |                              |                         |                |        |          |       |       |                        |       |
|        |                   |                              |                         |                |        |          |       |       |                        |       |
|        |                   |                              |                         |                |        |          |       |       |                        |       |
|        |                   |                              |                         |                |        |          |       |       |                        |       |
|        |                   |                              |                         |                |        |          |       |       |                        |       |
|        |                   |                              |                         |                |        |          |       |       |                        |       |
|        |                   |                              |                         |                |        |          |       |       |                        |       |
|        |                   |                              |                         |                |        |          |       |       |                        |       |
|        |                   |                              |                         |                |        |          |       |       |                        |       |
|        |                   |                              |                         |                |        |          |       |       |                        |       |
|        |                   |                              |                         |                |        |          |       |       |                        |       |
|        |                   |                              |                         |                |        |          |       |       |                        |       |
|        |                   |                              |                         |                |        |          |       |       |                        |       |
|        |                   |                              |                         |                |        |          |       |       |                        |       |
|        |                   |                              |                         |                |        |          |       |       |                        |       |
| Totals |                   |                              |                         |                |        |          |       |       |                        |       |

Subtotal Travel                      Subtotal M&E                      Subtotal Communications                      Subtotal Misc.

Signature \_\_\_\_\_

Date Submitted \_\_\_\_\_

Approval \_\_\_\_\_

Date Approved \_\_\_\_\_

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:

[ProposalKit.com/htm/proposal-software-products.htm](http://ProposalKit.com/htm/proposal-software-products.htm)

