



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>> Conflict of Interest and Disclosure Report

Employee: <<ContractFirstName>> <<ContractLastName>>

Department: <<Department>> Supervisor: <<Supervisor>>

Title: << Insert Employee Title >>

Address / Phone << Insert Employee Address and Phone>>

Employee Job Information

Position: <<ContractJobTitle>>

Date of Hire:

Work Type: Hourly Salary Shift Type: Day Night Swing Other

Instructions:

Use this form for all interests required to be disclosed that impact your employment and/or obligations as an official with <<Company>> and comply with << Insert your State or Company Policy Reference here, or let this stand "as is" >>. This report must be filed annually for all Directors and Officers. Additional sheets may be attached as necessary. A Supervisor must complete the following form and file it with the Human Resources Department.

IMPORTANT: *When answering each question in this form, you must include sources of income and disclosures as they apply to your spouse and dependent children.*

Disclosures

Sources of Income

Please list all your sources of income of more than \$600 per year. Sources of income to list include salaries, hourly employment, directorships, dividend and investment income, interest payments, annuities or other settlements.

Investments and Ownership

Please list any investments in or ownership of public or private corporations, stock or other business organizations that are in excess of \$5,000 or constitute a 5% or greater ownership stake. You are not required to list specific amounts of your investments. Instead you should specify, as an example, that you have an investment in "xyz" firm who is in the "abc" industry.

Lobbying and Retainer Fees

Please list any persons, firms, or organizations for whom lobbying, compensated or not, is performed by you or your family members. Please include non-dependent children in your answer for this question.

Professional Services

Please list all professional services you or your spouse provide, such as attorney, accountant, or consultant, and the interests that you provide them for as a general overview (e.g., industry, company type, etc.).

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/html/legal-contract-templates/human-resources-templates/financial-conflict-of-interest-report.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:

ProposalKit.com/htm/proposal-software-products.htm

