



# 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](#)

**EQUIPMENT CHECKOUT AND RESPONSIBILITY FORM**

<<Company>>  
<<Address1>> <<Address2>>  
<<City>>, <<State>> <<PostalCode>>  
Phone <<WorkPhone>>

Checkout Date:  
\_\_\_\_\_

Employee Name \_\_\_\_\_(Please print)

Department /  
Supervisor \_\_\_\_\_

Equipment to be checked out to Employee by Company  
\_\_\_\_\_  
\_\_\_\_\_

Included Software and Licenses \_\_\_\_\_ (attach  
additional lists if necessary)

Replacement Value of all Equipment and  
Software \_\_\_\_\_

Please list any defects, damage or problems with any equipment to be  
checked out to employee:

\_\_\_\_\_  
\_\_\_\_\_

**Sensitive and Confidential Information**

All employees, contractors or staff members have the obligation to protect  
sensitive and confidential information that may be contained on any  
equipment that they

**DEMO CONTRACT**

Employee Initials \_\_\_\_\_

This demo contract has been truncated. The complete 2 page  
editable version of this document is available in the Contract Pack  
template collections

<https://www.proposalkit.com/htm/legal-contract-templates/human-resources-templates/company-equipment-checkout-form-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.

Employee Initials \_\_\_\_\_

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)

