



PROPOSAL KIT SAMPLE

SAMPLE CONTRACT PACK DOCUMENT

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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>> JOB DESCRIPTION

Last Updated: <<CurrentDate>>

<<ContractJobTitle>>

<<Department>>

Reports to: <<Supervisor>>

Company-wide Duties and Responsibilities

1. Represent the Company and its interests in a positive manner and treat its clients, former clients, suppliers, vendors, associations, employees, former employees, and the public at large with the utmost respect and dignity.
2. Interact and involve yourself in the Company business and learn the various company practices and culture.
3. Handle all sensitive and confidential information appropriately.
4. Uphold the Company "Mission Statement" – available from the Company HR Department and included in the Employee Information Pack.
5. Report suspected criminal activity against or on behalf of the Company immediately to your superiors or to the Company Human Resources Department.

Duties and Responsibilities

- ◆ <<Insert Primary Duties Here>>
- ◆ <<Insert Primary Duties Here>>
- ◆ <<Insert Primary Duties Here>>

DEMO CONTRACT

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/employee-job-description-form.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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