



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](#)

Incident Report: Security

Date Reported: <<CurrentDate>>

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

Department: <<Department>
>

Supervisor: <<Supervisor>>

Date / Time of Injury: << Insert Incident Date and Time >>

Point of Contact (POC) Information

Name: Phone:

Title: Email:

Instructions:

Point of Contact must complete the following form and file it with the Security Department as well as the Human Resources Department.

The following is a high-level description of the incident for summary purposes only. Distribution of this report is limited to the following departments on a NEED-TO-KNOW basis only. If you have any questions related to this summary, please contact <<Contact>> at <<Contact Method>> for more information.

Description of Incident / Intrusion

<< Describe the injury as well as the events or what happened to cause this incident. Attach additional pages if necessary. >>

Witnesses

Did anyone witness the incident or evidence of the incident after it occurred?

Yes No

Name(s) of Witnesses:

Type of Intrusion (Please check all that apply.)

Intrusion Data Breach Theft Malware/Trojan/Virus

Compromised System Physical Intrusion Other

Intrusion Location and Information: (Name, Address, Phone if applicable)

Notes:

Effect of Intrusion (Please check all that apply.)

Loss of Data Unauthorized Access of Data Theft

Degradation of Service(s) Interruption of Service

Physical Damage to System(s) Unauthorized Escalation of Privileges

Physical Intrusion Other

Additional Information:

Notes:

Systems Affected

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

<< Insert the systems this intrusion affected. >>

Notes:

Intrusion Discovery

<< Describe how, where, and by whom this intrusion was first detected. >>

Notes:

Communication / Notification

DEMO CONTRACT

This demo contract has been truncated. The complete 6 page editable version of this document is available in the Contract Pack template collections

<https://www.proposalkit.com/htm/legal-contract-templates/problem-notification/security-breach-report-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.

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

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

