

Business Contracts



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S
A
M
P
L
E

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<<Company>>

Employment Contract

Name: <<Employee Name>>

S

Start Date: <<CurrentDate>>

Job Title: <<Insert Job Title>>

Interim Pay: <<Insert Interim Pay>>

A

Pay: <<Insert Pay Classification (Salary / Hourly / Classified)>>

- <<Insert Term #1>>
- <<Insert Term #2>>

M

Pay Periods: ____ and ____ of ____ Month.

- <<Insert Reimbursement or Expense Term #1>>
- <<Insert Additional Terms>>

P

Draw Policy: <<Insert Draw Policy>>

Bonuses:

- <<Insert Bonuses Term #1>>
- <<Insert Bonuses Term #2>>

L

Probation Period: Thirty/Sixty/Ninety days

Hours: Business hours are Monday through Friday 6:30 AM to 5:00 PM, including one hour for lunch. It is understood that employee's hours per day or week will be flexible. Employee is not required to be at the office during this time except for mandatory meetings or other prearranged events.

E

Holidays: There will be ____ holidays per year as follows: <<Insert Listed Holidays>>

This sample has been truncated to only show part of the first page. The complete editable version of this document can be purchased as part of the Proposal Kit or Contract Pack collections <http://www.proposalkit.com/htm/products.htm>

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S A M P L E

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