

Business Contracts



CONTRACT PACK

▶ [Click here to purchase](#) a Contract Pack

SCROLL
DOWN



S
A
M
P
L
E

Following is a sample of just one of **hundreds of contracts and agreements** available in our Contract Pack collections.

See these articles for proposal and contract writing best practices: <http://www.proposalkit.com/htm/business-proposal-writing-tips.htm>

<<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

DEMO CONTRACT

This demo contract has been truncated to only show part of the first page. The complete 2 page editable version of this document is available in the Contract Pack template collections <http://www.proposalkit.com/html/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.



S A M P L E

This sample has been truncated to only show a portion of the content. The complete editable version of this document is included with Proposal Kit Professional and Contract Packs available at:

<http://www.proposalkit.com/htm/proposal-software-products.htm>