



# 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](#)

MINUTES OF <<Company>> ANNUAL CORPORATE MEETING

Date: <<CurrentDate>>

The annual meeting of the shareholders of <<Company>> was held at << Insert Time >> on <<CurrentDate>> at << Insert Location >>. The following attendees were present.

| NAME | CONTACT INFO | HOME ADDRESS |
|------|--------------|--------------|
|------|--------------|--------------|

|  |        |  |  |
|--|--------|--|--|
|  | Wk.    |  |  |
|  | Hm.    |  |  |
|  | Cell:  |  |  |
|  | Email: |  |  |
|  | Wk.    |  |  |
|  | Hm.    |  |  |
|  | Cell:  |  |  |
|  | Email: |  |  |
|  | Wk.    |  |  |
|  | Hm.    |  |  |
|  | Cell:  |  |  |
|  | Email: |  |  |
|  | Wk.    |  |  |
|  | Hm.    |  |  |
|  | Cell:  |  |  |

|  |        |  |  |
|--|--------|--|--|
|  | Email: |  |  |
|  | Wk.    |  |  |
|  | Hm.    |  |  |
|  | Cell:  |  |  |
|  | Email: |  |  |
|  | Wk.    |  |  |
|  | Hm.    |  |  |
|  | Cell:  |  |  |
|  | Email: |  |  |

<< Insert Chairperson >> was appointed to be Chairman/Chairwoman of the annual meeting.

<< Insert Secretary >> was appointed to be

## 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/misc-templates/annual-corporate-report-minutes.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:

[ProposalKit.com/htm/proposal-software-products.htm](https://ProposalKit.com/htm/proposal-software-products.htm)

