



# 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>

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## CLAIM OF LIEN

Recording Requester: \_\_\_\_\_

When completed, please mail to:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

## CLAIM OF LIEN

**NOTICE IS HEREBY GIVEN** that on the day of <<Insert completion or delivery date of labor and/or materials >> I, ("Claimant") the undersigned, in accordance with a written agreement between <<Company>> and <<CustCompany>> to furnish and provide <<Insert the scope of the Claim of Lien - including line items for all labor, materials, products, services, dates, invoices, job numbers, legal or recorded documents or any other relevant information >> completed delivery of the above-mentioned labor and materials to <<CustCompany>>.

The total value of the labor and/or materials provided was: \$<<Insert Total Value>>.

The amount owed outstanding to <<Company>> was \$<<Insert Outstanding Balance>>.

<<Company>> first provided labor and/or materials on <<Insert Start Date>>.

The last day <<Company>> provided labor and/or materials was <<Insert Finish Date>>.

The property to which this claim is made is:

<<Insert property to which this lien applies. Attach all relevant documentation to support this Claim of Lien against the property.>>

### **Total Lien Amount and Calculations:**

The total of claimant's amount, including all taxes and delivery costs, is \$<<Insert Total Lien Claim Amount>>. The lien claimant's amounts are derived from the following:

- ◆ <<Insert agreed-upon invoices, contracts or other supporting documentation to support primary Claim of Lien>>.
- ◆ <<Insert additional documentation for subcontractors, laborers, additional work incurred because of or on behalf of the company, and documentation of all hourly rates>>.

The lien claimant has received payments totaling \$<<Insert Total Payments Received to Date>> and therefore claims a lien upon the above-described real property in the amount of \$<<Insert Total Lien Claim>>.

## **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/problem-notification/claim-of-lien.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](http://ProposalKit.com/htm/proposal-software-products.htm)

