



PROPOSAL KIT SAMPLE

SAMPLE CONTRACT PACK DOCUMENT

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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](#)

<<Company>>

Employee Grievance Report

Date Reported: <<CurrentDate>>

| | |
|----------------------|---|
| Employee: | <<ContractFirstName>> <<ContractLastName>> |
| Department: | <<Department>> |
| Supervisor: | <<Supervisor>> |
| Date / Time Occurred | << Insert Date and Time of the Grievance >> |

Employee Job Information

| | |
|--|---|
| Position: | <<ContractJobTitle>> |
| Date of Hire: | |
| Work Type: Hourly <input type="checkbox"/> Salary <input type="checkbox"/> | Shift Type: Day <input type="checkbox"/> Night <input type="checkbox"/> Swing <input type="checkbox"/> Other <input type="checkbox"/> |

Instructions:

Supervisor must complete the following form and file it with the Human Resources Department.

Description of the Grievance

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/human-resources-templates/employee-job-issue-grievance-report-form-template.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

