



# PROPOSAL KIT SAMPLE

## SAMPLE CONTRACT PACK DOCUMENT

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When purchased, the Proposal Kit Professional or Contract Pack will also include a large number of 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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<< This policy is intended to be used as a starting services policy template for online use. Edit as needed for each specific web site and integrate the text into the web site HTML code and reformat as needed. >>

## <<Company>> SHIPPING POLICY

Our shipping policies appear below.

Most orders placed before 12 P.M. EST will be processed and shipped on the same day. Orders placed after 12 P.M. EST may be processed and shipped on the next business day.

Confirmations of orders and shipping notices will be sent to the customer via the email address entered on the order form. Order confirmations will include a copy of the order, availability status, and if already shipped, tracking information and expected delivery date.

Orders for products not immediately available will receive a confirmation of order that includes a notice of approximate availability. When the order is shipped, customer will receive a shipping notification.

Large orders requiring oversize or multiple packages may result in additional shipping charges. Customer will be notified of these charges when order is confirmed, and may cancel the order or approve the charges before shipping.

Customer will be billed at the time of shipping. All credit cards are verified before shipping.

Orders will be shipped via USPS, UPS, or FedEx, depending on the type of shipping selected by the customer. All orders require a physical address; we cannot

**DEMO CONTRACT**

This demo contract has been truncated. The complete editable version of this document is available in the Contract Pack template collections

<https://www.proposalkit.com/htm/legal-contract-templates/policy-templates/shipping-policy-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.

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)

