



# PROPOSAL KIT SAMPLE

## SAMPLE CONTRACT PACK DOCUMENT

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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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## <<Company>> WORK AUTHORIZATION AGREEMENT

THIS WORK AUTHORIZATION AGREEMENT (“WA”) is by and between <<Company>>, a <<State>> << Insert type of company such as LLC, Corporation, etc. >> Company, and its affiliates (“Affiliates”) and <<CustCompany>> (“Customer”) and is entered into as of the date signed below (“Effective Date”).

**Services.** <<Company>> will provide the Services in accordance with the agreement between <<Company>> and Customer. The “Agreement” means this WA plus all applicable Service Agreements, Scopes of Work, Service Orders, or Service Level Agreements (“SLAs”), and any other documents that are expressly incorporated herein (collectively “Service Attachments”). Scopes of Work may also be initiated by phone or email, so long as there is bi-lateral agreement between <<Company>> and Customer.

**Term.** The term of the Agreement will commence on the Effective Date and will continue until the expiration of the last Service term, unless earlier terminated in accordance with the Agreement (“Term”).

**Payment.** Services shall be provided on an hourly basis, which will be accounted for as services are performed. All payments are due in full within 15 days after the invoice (“Due Date”). In addition to the Service charges, Customer shall also be responsible for any applicable third-party charges pre-approved by Customer. Any amount not received by the Due Date will be considered past due and subject to interest at the lesser of 1.5% per month or the highest rate permitted by applicable law. <<Company>> may, upon 15 days prior notice, modify the payment terms or require a deposit or other mutually acceptable form of security if Customer has repeatedly

## 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/general-work-order-contracts/simple-work-authorization-agreement.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)

