



# PROPOSAL KIT SAMPLE

## SAMPLE PROJECT MANAGEMENT PACK DOCUMENT

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Project Management Pack also includes the Records Management Toolkit for developing a detailed records management program.



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## BUSINESS ASSET CASUALTY / LOSS WORKSHEET

<<Company>>

<<Address1>> <<Address2>>

<<City>>, <<State>>

<<PostalCode>>

Phone: <<WorkPhone>>

Date: <<CurrentDate>>

Time Period: <<StartDate>> - <<EndDate>>

Manager: <<Supervisor>>

ASSET DESCRIPTION*	DATE of LOSS	COST of ASSET	REASON for LOSS

The rest of the content has been removed from this sample. The entire contents of the document are included in:



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