



# 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>

[Click here to purchase Contract Pack](#)

## CONTRACTOR WORK ORDER

```
<<Company>>  
<<Address1>> <<Address2>>  
<<City>>, <<State>> <<PostalCode>>  
Phone: <<WorkPhone>>
```

**Date:** <<CurrentDate>>  
**Job #:** <<WorkOrder>>

Bill To:  
 <<CustCompany>>  
 <<CustFirst>> <<CustLastName>>  
 <<CustCity>>, <<CustState>>  
 <<CustPostalCode>>  
 Phone: <<CustWorkPhone>>  
 Fax: <<CustFax>>

**For:**  
<< Insert what you are doing for the customer here >>

Job Location:

Inspector  
Contact: \_\_\_\_\_  
Architect  
Contact: \_\_\_\_\_

DESCRIPTION*	HOURS	RATE	AMOUNT
SUBTOTAL			
TAX			
TOTAL			

Customer Initials \_\_\_\_\_ Company Initials \_\_\_\_\_

This quote may be withdrawn within <<Days>> days if not accepted by Customer.

Any changes to the specifications or costs will be accepted only by submitting an approved contract change addendum agreed to and signed by both parties.

Customer Initials \_\_\_\_\_ Company Initials \_\_\_\_\_

## Agreements

In consideration of the mutual covenants set forth in this Agreement, Customer and Company hereby agree as follows: **1. Performance of Services.** Customer agrees to engage Company to perform the Services as described above\*. **2. Delivery of Services.** Company will use reasonable diligence in the performance of the services and will endeavor to deliver to Customer no later than <<DeliveryDate>>. Customer acknowledges, however, that

## 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/general-contractor-job-work-order-contract-agreement-form.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.

Customer Initials \_\_\_\_\_ Company Initials \_\_\_\_\_

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)

