

# **SMALL BUSINESS STARTUP PACKAGE FOR GENERAL PARTNERSHIP**

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U.S. Legal Forms™ thanks you for your purchase of a Small Business Forms Combo Package for General Partnership. The package is designed to assist a general partnership in running the partnership by providing a large selection of necessary and commonly used forms at a greatly reduced price. The forms provided are valuable tools to ensure the smooth operation of typical business affairs.

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## **I. FORM LIST**

With your Small Business Forms Combo Package for General Partnership, you will find valuable information for operating a partnership while minimizing the risk of future litigation.

Included in your package are the following forms. Plus a bonus set of an additional six important small business forms:

- 1. Profit and Loss Statement
- 2. General Trademark License Agreement
- 3. Buy Sell Agreement Between Partners of a Partnership
- 4. [Simple Partnership Agreement](#)
- 5. Partnership Resolution
- 6. Assignment of Partnership Interest
- 7. Authority of Partnership to Open Deposit Account and to  
Procure Loans
- 8. [Drug Testing Policy Disclosure and Consent Form](#)
- 9. Employee Permission to Do a Background Check
- 10. Employment Position Announcement
- 11. Job Invoice-Short
- 12. [Employment Agreement - General](#)
- 13. Employment Agreement with Covenant Not to Compete
- 14. Self-Employed Independent Contractor Employment Agreement
- 15. Secrecy, Nondisclosure and Confidentiality Agreement by  
Employee or Consultant to Owner
- 16. Internet Use Policy
- 17. Consultant Agreement
- 18. Employment Termination Agreement
- 19. Cash Disbursements and Receipts form
- 20. Check Request form
- 21. Daily Accounts Receivable form

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|-----|---------------------------------|
| 22. | Yearly Expenses by Quarter form |
| 23. | Petty Cash form                 |
| 24. | Purchasing Cost Estimate        |

## II. DESCRIPTIONS OF FORMS

Brief descriptions of the forms contained in your Small Business Forms Combo Package for General Partnership are found below.

**Profit and Loss Statement** - This is a general Statement of Profits and Losses for a company. It lists in detail, all profits, or gains, as well as all losses the business may have suffered. This form can be used by any type of company, whether a corporation or a sole proprietor.

**General Trademark License Agreement** - This form is a Trademark License Agreement. The licensor is the owner of certain trademarks and the licensee desires to use the trademark on the terms and conditions set forth in the agreement. The licensor agrees to grant to the licensee an exclusive worldwide right and license to use the trademark in connection with the licensee's product.

**Buy Sell Agreement Between Partners of a Partnership** - The partners are engaged in a particular business and the purpose of this agreement is to provide for the sale by a partner during a partner's lifetime, or by a deceased partner's estate, of his interest in the partnership, and for the purchase of such interest by the partnership at a price fairly established; and to provide all or a substantial part of the funds for the purchase.

**Simple Partnership Agreement** - The parties have agreed to join together as partners and to conduct its business in accordance with the provisions of this Agreement. The partnership may enter into, make and perform all contracts and all other undertakings and engage in any and all transactions the Partners may deem necessary or advisable to carry out its purposes.

**Partnership Resolution** - This agreement provides that partners in a general partnership agree to a sale of a real estate asset to another business. The form may be modified to sell an asset to a purchaser of your choice.

**Assignment of Partnership Interest** - This form is an assignment of a partner of all of in interest in a partnership to another person.

**Authority of Partnership to Open Deposit Account and to Procure Loans** - The partnership is authorized to establish a deposit and checking account. If any other persons become interested in the business as co-partners or relations with the bank are altered in any way, or if the business shall become incorporated, the partners agree to notify the bank.

**Drug Testing Policy Disclosure and Consent Form** - This form explains the drug testing policies of a particular company and includes a consent form.

**Employee Permission to Do a Background Check** - This is a form signed by an employee or prospective employee granting an employer permission to do a background check.

**Employment Position Announcement** - This form is a business type form that is formatted to allow you to complete the form using Adobe Acrobat or Word. This form allows an employer to announce that applicants for a position with the company are being sought.

**Job Invoice-Short** - This form is a job invoice form. It contains provisions for a job description, starting date, completion date, date and hours worked, list of materials and costs, and an itemized statement of total due for materials, labor, and other.

**Employment Agreement - General** - This form is used when an Employee agrees to be employed by Employer, and the Employer agrees to employ the Employee, for the purpose of performance by and on behalf of Employer services as may be reasonably requested from time to time by the Employer. The agreement contains provisions for compensation, confidentiality, non-competition and breach of contract.

**Employment Agreement with Covenant Not to Compete** - This form is used when an Employee agrees to be employed by an Employer, and the Employer agrees to employ the Employee, for the purpose of performance by and on behalf of the Employer as may be reasonably requested from time to time by the Employer. This agreement contains a covenant not to compete clause.

**Self-Employed Independent Contractor Employment Agreement – General** - A company agrees to hire a contractor to perform work on the terms and conditions set forth in the agreement. The contractor agrees that all financial and accounting records will remain the confidential property of the company. The form also provides that the company will reimburse the contractor for all reasonable and necessary expenses incurred by the contractor with the performance of his/her duties.

**Secrecy, Nondisclosure and Confidentiality Agreement by Employee or Consultant to Owner** - The first party has possession of proprietary information and know-how relating to an idea, product or service, and wishes to employ the second party but desires that the second party agree not to disclose information learned by second party during such employment. Both parties agree that all information, ideas, products or services, processes, written material, samples, models and all other information of any type, whether written or oral, submitted to the second party by the first party is now, and will remain, the property of first party.

**Internet Use Policy** - This agreement is to be signed by an employee upon the request of a company concerning the proper uses of internet access. The agreement defines acceptable uses and states that the inappropriate use of the Internet may lead to denial of access or other action by the company.

**Consultant Agreement** - This form is a Consultant Agreement for use with consultants exposed to commercial trade secrets or other confidential information as part of their work with a business.

If you need additional information, please visit [www.uslegalforms.com](http://www.uslegalforms.com) and look up forms by subject matter. You may also wish to visit our legal definitions page at <http://definitions.uslegal.com/>

### **III. LEGAL DOCUMENT STORAGE**

Once you prepare legal documents and forms in your U.S. Legal Forms™ Essential Legal Life Documents Package, it is highly recommended that you keep forms together. An optional

USLegal Life Documents Organizer – small or large size is available for purchase from [www.uslegalforms.com](http://www.uslegalforms.com) to help store your legal documents.

Legal documents should also be kept in a very secure place such as a bank safe deposit box or personal home safe. You may wish to tell your attorney or a family member about the location of your Legal Life Documents Package in the event you are unable to communicate it to them when needed.

#### **IV. TIPS ON COMPLETING THE FORMS**

The form(s) in this packet may contain “form fields” created using Microsoft Word or Adobe Acrobat (“.pdf” format). “Form fields” facilitate completion of the forms using your computer. They do not limit your ability to print the form “in blank” and complete with a typewriter or by hand.

It is also helpful to be able to see the location of the form fields. Go to the View menu, click on Toolbars, and then select Forms. This will open the Forms toolbar. Look for the button on the Forms toolbar that resembles a shaded letter “a”. Click this button and the form fields will be visible.

By clicking on the appropriate form field, you will be able to enter the needed information. In some instances, the form field and the line will disappear after information is entered. In other cases, it will not. The form was created to function in this manner.

#### **V. DISCLAIMER**

These materials were developed by U.S. Legal Forms, Inc. based upon statutes and forms for the subject state. All information and Forms are subject to this Disclaimer:

**All forms in this package are provided without any warranty, express or implied, as to their legal effect and completeness. Please use at your own risk. If you have a serious legal problem, we suggest that you consult an attorney in your state. U.S. Legal Forms, Inc. does not provide legal advice. The products offered by U.S. Legal Forms (USLF) are not a substitute for the advice of an attorney.**

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