



Business Development Process

Business Documents Template Listing

Business Blueprints In A Box Templates

C&C Christian Consulting Company, Inc.
Jacksonville, Florida

Table of Contents

Administration	2
Agreements & Contracts.....	3
Business Policies.....	5
Business Start Up	7
Contracts & Agreements.....	9
Human Resources.....	10
Proposals	21

Administration

Agreement for Chairman of Board of Directors

Board Resolution

Certificate of Corporate Resolution

Certificate of Incorporation

Checklist Pre-Incorporation Agreement

Checklist Strategic Planning

Client Satisfaction Survey

How to Create a Joint Venture

How to Develop a Marketing Campaign

Management Audit

Memo

Minutes for a Formal Meeting

Minutes of Meeting of Directors First

Office Supplies Request

Partnership Agreement

Phone Memo

Purchase Order

Purchase Order - Excel

Purchase Order Letter

Shareholders Agreement

Shareholders Resolution

Strategic Alliance and Supply Agreement

Vendor Evaluation

Agreements & Contracts

Advertising Agency Agreement (.doc)
Advertising Sales Representation Agreement (.doc)
Amendment to Sales Contract (.doc)
Asset Purchase Agreement Retail Store (.doc)
Asset Purchase Agreement Simple (.doc)
Asset Sale and Purchase Agreement Film & Television (.doc)
Asset Transfer and Sale Agreement Brand (.doc)
Bill of Sale (.doc)
Bill of Sale with Encumbrances (.doc)
Bulk Sale Agreement (.doc)
Bulk Sale Notice (.doc)
Call Center and Telemarketing Agreement (.doc)
Checklist Drafting Joint Promotion Agreements (.doc)
Checklist Drafting Merchandising License Agreements (.doc)
Checklist Partnership Agreement (.doc)
Commitment Form (.doc)
Conditional Sale Agreement (.doc)
Dealership Agreement (.doc)
Distribution Agreement (.doc)
Exclusive Distribution Agreement (.doc)
Exclusive Importation and Sales Agreement (.doc)
Exclusive Solicitation Sales Commission Agreement (.doc)
First Supply Agreement (.doc)
Letter of Understanding Regarding Terms of Proposed Contract (.doc)
License Agreement Non-Exclusive License to Manufacture (.doc)
License Agreement Non-Exclusive License to Manufacture (.doc)
Manufacturing Distribution Agreement (.doc)
Master Agreement Sale of Merchandise (.doc)
Master Agreement Sale of Merchandise (.doc)
Merchandising and Marketing Agreement (.doc)
OEM Agreement (.doc)
OEM Distribution and License Agreement (.doc)
OEM Reciprocal License Agreement (.doc)
Partnership Agreement (.doc)
Partnership Dissolution Agreement (.doc)
Product Supply Agreement (.doc)
Purchasing Agents Agreement (.doc)
Reseller Agreement (.doc)
Right of First Opportunity Agreement Commercialization (.doc)
Sales Addendum (.doc)
Sales Agency Agreement (.doc)

Sales Agency Agreement with Trademarks protection (.doc)

Sponsorship Agreement (.doc)

Strategic Alliance and Supply Agreement (.doc)

Supply Agreement (.doc)

Termination of Distribution Agreement (.doc)

Undertaking Sale Representation Services (.doc)

Business Policies

Absence Policies (.doc)

Acceptable Use Policy (.doc)

Anti-Bullying Policy (.doc)

Anti-Harassment Policy (.doc)

Anti-Spam Policy (.doc)

Attendance Policy (.doc)

Bring Your Own Device Policy [BYOD] (.doc)

Cancellation Policy (.doc)

Cash Handling Policy (.doc)

Clean Desk Policy (.doc)

Code of Ethics (.doc)

Company Vehicle Policy (.doc)

Complaint Policy (.doc)

Computer Use Policy (.doc)

Conflicts of Interest Policy (.doc)

Credit Policy (.doc)

Data Retention and Destruction Policy (.doc)

Disability Policy (.doc)

Diversity Policy (.doc)

Dress Code Policy (.doc)

Drug and Alcohol Policy (.doc)

Drug Testing Policies (.doc)

Email Policy Strict (.doc)

Employee Email Policies Long (.doc)

Employee Handbook (.doc)

Environmental Policy (.doc)

Funeral Leave Policy (.doc)

GDPR Privacy Policy (.doc)

General Safety Policy (.doc)

General Safety Rules (.doc)

Grievance Policy (.doc)

Hiring Policy (.doc)

It Equipment Email and Internet Usage Policy (.doc)

Jury Duty Policy (.doc)

Media Relations Policy (.doc)

Military Leave Policy (.doc)

Overtime Policy Guidance (.doc)

Paid-Time-Off Policy (.doc)

Personal Leave Policy (.doc)

Policy Letter on Vehicle Expense Reimbursement (.doc)

Policy on Privacy and Employee Monitoring (.doc)

Post-Employment Reference Policy (.doc)
Pregnancy Leave Policy (.doc)
Progressive Discipline Policy (.doc)
Prohibited Activities (.doc)
Remote Work Policy (.doc)
Remuneration Policy (.doc)
Restrictive Covenants for Employment Agreements (.doc)
Return Refund Policy (.doc)
Sabbatical Leave Policy (.doc)
Sales Commission Policy (.doc)
Sales Commission Policy (.doc)
Sales Expenses Reimbursement Policy (.doc)
Sales Expenses Reimbursement Policy (.doc)
Security Policy (.doc)
Sick Leave Policy (.doc)
Sick Pay Policy (.doc)
Smoking Policy (.doc)
Statement and Policy Prohibiting Illegal Discrimination (.doc)
Telecommuting Policy (.doc)
Telework Policy (.doc)
Third Party Confidential Information Policy (.doc)
Time Off Policy (.doc)
Time Off to Vote Policy (.doc)
Vacation Policy (.doc)
Visitor Policy (.doc)
Website Privacy Policy (.doc)
Whistleblower Policy (.doc)
Work Rules (.doc)
Workplace AIDS Policy (.doc)
Workplace Violence Prevention Policy (.doc)

Business Start Up

Bank Loan Application Form and Checklist

Business Credit Application

Business Plan

Checklist Basic Franchise Agreement Terms

Checklist Basic Franchise Agreement Terms

Checklist Basic Franchise Agreement Terms (.doc)

Checklist Industry Analysis

Checklist Partnership Agreement

Checklist Start-Up

Checklist Start-Up (.doc)

Checklist Ways to Communicate (.doc)

Employee Handbook

Employment Agreement

Evaluating Family Budget (.xls)

Executive Summary

Executive Summary - For Startups

Franchise Agreement

Franchise Agreement (.doc)

Franchise Application

General By-Laws

General Market Survey

How to Make a Business Plan

How to Make a Market Research

LLC Operating Agreement

Market Study Outline

Master Franchise Agreement

Master Franchise Agreement (.doc)

Memorandum of Understanding

Minutes for a Formal Meeting

Non-Disclosure and Non-Compete Agreement

Partnership Agreement

Test Franchise Feasibility

Test Franchise Feasibility (.doc)

Worksheet Business Analysis

Worksheet Business Selection

Worksheet Business Selection (.doc)

Worksheet Competitor Analysis

Worksheet Franchise Comparison

Worksheet Franchise Comparison (.doc)

Worksheet Industry & Competitive Forces Analysis

Worksheet Self-Assessment

Worksheet Self-Assessment (.doc)

Worksheet Start-Up Costs

Worksheet Start-Up Costs (.doc)

Worksheet Strengths and Weaknesses (.doc)

Worksheet Target Market

Contracts & Agreements

Agreement to Lease (.doc)

Agreement to Rescind Contract of Sale (.doc)

Application for Zoning Variance (.doc)

Assignment of Mortgage (.doc)

Assignment of Real Estate Contract (.doc)

Assignment of Real Estate Contract and Sale Agreement (.doc)

Assignment of Rents by Lessor (.doc)

Assignment of Shares (.doc)

Assignment of Shares (.doc)

Assignment of Sublease (.doc)

Attorney Approval (.doc)

Bill of Sale Immovable Property (.doc)

Bylaws Not for Profit Corporation (.doc)

Bylaws Not for Profit Corporation (.doc)

Certificate of Incorporation (.doc)

Certificate of Incorporation (.doc)

Employee Photo and Recording Release (.doc)

General By-Laws (.doc)

General Power of Attorney (.doc)

License Agreement Contract of License_Right to Customer (.doc)

License Agreement Exclusive and Non-Transferable_Right (.doc)

License Agreement Install, Construct, Operate, Maintain (.doc)

License Agreement Long Form (.doc)

License Agreement Multi Users (.doc)

License Agreement Non-Exclusive and Non-Transferable Royalties (.doc)

License Agreement Nontransferable and Non-Exclusive License (.doc)

License Agreement Short Form (.doc)

Limited Partnership Agreement 2 (.doc)

Limited Power of Attorney (.doc)

Mutual Release (.doc)

Pre-Incorporation Agreement (.doc)

Pre-Incorporation Designation of Directors (.doc)

Private Placement Memorandum (.doc)

Revocation of Power of Attorney (.doc)

Shareholders Agreement (.doc)

Shares Capital Description Preferred Shares (.doc)

Shares Capital Description Preferred Shares (.doc)

Subscription Form and Power of Attorney (.doc)

Unilateral Liability Release (.doc)

Unlimited Power of Attorney (.doc)

Human Resources

A Tactful Way to Decline to Write a Letter of Recommendation (.doc)
Absence Form (.doc)
Absence Policies (.doc)
Acceptable Use Policy (.doc)
Acceptance of Resignation (.doc)
Accountant Job Description (.doc)
Accountant Job Description (.doc)
Accounting Technician Job Description (.doc)
Accounting Technician Job Description (.doc)
Acknowledgment and Waiver About Employee Dating (.doc)
Acknowledgment of Application Job Position Filled (.doc)
Acknowledgment of Obligations (.doc)
Acknowledgment of Obligations Contract (.doc)
Addressing Harassment (.doc)
Administrative Assistant Job Description (.doc)
Administrative Assistant Job Description (.doc)
Advanced Practice Psychiatric Registered Nurse Job Description (.doc)
Advanced Practice Psychiatric Registered Nurse Job Description (.doc)
Announcement of a Change in Health Benefits Coverage (.doc)
Announcement of a Retirement (.doc)
Anti-Bullying Policy (.doc)
Anti-Harassment Policy (.doc)
Applicant Appraisal Form Evaluation (.doc)
Applicant Appraisal Form Questions (.doc)
Applicant Selection Criteria Record (.doc)
Application Acknowledgment (.doc)
Appointment for Employment Interview and Testing (.doc)
Architectural Drafter Job Description (.doc)
Assignment of Pre-Employment Works (.doc)
Attendance Policy (.doc)
Auditor Job Description (.doc)
Authorization, Waiver, and Release for Employee Credit Report (.doc)
Banquet Chef Job Description (.doc)
Bookkeeping, Accounting and Auditing Clerk Job Description (.doc)
Bring Your Own Device Policy Byod (.doc)
Building and Environment Inspector Job Description (.doc)
Bus Driver School Job Description (.doc)
Bus Driver Transit and Intercity Job Description (.doc)
Business Ethics and Conduct Disclosure Statement (.doc)
Call Center Agent Inbound_Customer Service & Orders Job Description (.doc)

Call Center Agent Inbound_Technical Support Job Description (.doc)
Call Center Agent Outbound_Customer Service & Collection Job Description (.doc)
Call Center Agent Outbound_Market Research & Surveys Job Description (.doc)
Call Center Agent Outbound_Telemarketing & Sales Job Description (.doc)
Call Center Director Site Manager Job Description (.doc)
Call Center Supervisor Job Description (.doc)
Cancellation Policy (.doc)
Cash Handling Policy (.doc)
Cashier Job Description (.doc)
Cashier Job Description (.doc)
Check Request Form (.xls)
Checklist 19 Strategies for Hiring the Best (.doc)
Checklist 21 Things to Do for a Safe Workplace (.doc)
Checklist Directors and Officers Insurance (.doc)
Checklist Emergency Procedures (.doc)
Checklist Employment Agreements (.doc)
Checklist Employment Agreements (.doc)
Checklist Ergonomics (.doc)
Checklist Giving Job Performance Feedback (.doc)
Checklist Harassment Investigation (.doc)
Checklist Health and Disability Insurance (.doc)
Checklist Hiring Employees (.doc)
Checklist Home-Based Employee (.doc)
Checklist How to Be an Excellent Employee (.doc)
Checklist Investigating Complaints of Harassment (.doc)
Checklist Key Employee Life Insurance (.doc)
Checklist New-Employee Orientation (.doc)
Checklist Personnel File (.doc)
Checklist Pre-Employment (.doc)
Checklist Pre-Layoff (.doc)
Checklist Pretermination (.doc)
Checklist Progressive Discipline (.doc)
Checklist Progressive Discipline Documentation (.doc)
Checklist Routine Managerial Duties (.doc)
Checklist Sales Rep Evaluation (.doc)
Checklist When Should You Fire an Employee (.doc)
Checklist Worker's Compensation Claims (.doc)
Chief Executive Job Description (.doc)
Chief Executive Job Description (.doc)
Christmas Bonus Letter (.doc)
Christmas Employee Discount Offer (.doc)
City and Regional Planning Aide Job Description (.doc)
City and Regional Planning Aide Job Description (.doc)

City Architect Job Description (.doc)
City Architect Job Description (.doc)
City Manager Job Description (.doc)
City Manager Job Description (.doc)
City Treasurer Job Description (.doc)
City Treasurer Job Description (.doc)
Civil Drafter Job Description (.doc)
Clean Desk Policy (.doc)
Code of Ethics (.doc)
Commendation and Refusal of Request for Raise (.doc)
Commission List (.doc)
Commission Sales Agreement (.doc)
Commission Summary (.doc)
Company Bonus Letter (.doc)
Company Vehicle Policy (.doc)
Compensable Work Chart (.doc)
Compensation and Benefits Manager Job Description (.doc)
Complaint Policy (.doc)
Complimentary Letter to Employee on Handling of Difficulty (.doc)
Complimentary Letter to Employee on Handling of Emergency (.doc)
Computer System Analyst Job Description (.doc)
Computer Technician Job Description (.doc)
Computer Use Policy (.doc)
Confirmation of Employment and Letter of Recommendation (.doc)
Conflicts of Interest Policy (.doc)
Confusion Regarding Sick Leave Policy (.doc)
Congratulations on a Job Well Done (.doc)
Congratulations on Increased Sales (.doc)
Congratulations on Outstanding Achievement (.doc)
Congratulations on Promotion (.doc)
Congratulations to an Employee on 5-Year Anniversary (.doc)
Construction Carpenter Job Description (.doc)
Construction Laborer Job Description (.doc)
Construction Manager Job Description (.doc)
Cosmetologist Job Description (.doc)
Cover Letter Employment Agreement (.doc)
Credit Policy (.doc)
Customer Service Representative Job Description (.doc)
Data Entry Keyer Job Description (.doc)
Data Retention and Destruction Policy (.doc)
Decline to Interview Referred Job Applicant (.doc)
Direct Deposit Enrollment Form (.doc)
Disability Plan Long-Term (.doc)

Disability Plan Short-Term (.doc)
Disability Policy (.doc)
Disclosure Notice (.doc)
Discounted Membership for Employees (.doc)
Diversity Policy (.doc)
Dress Code Policy (.doc)
Driving Record Check Letter (.doc)
Drug and Alcohol Policy (.doc)
Drug Testing Consent Agreement (.doc)
Drug Testing Policies (.doc)
Educational Reference Check Letter (.doc)
Electrical Drafter Job Description (.doc)
Electrician Job Description (.doc)
Electronic Drafter Job Description (.doc)
Elementary School Teacher Job Description (.doc)
Email Policy Strict (.doc)
Employee Absence Tracking (.xls)
Employee Appraisal Form (.doc)
Employee Authorship Certificate (.doc)
Employee Complaint Form (.doc)
Employee Compliance Survey (.doc)
Employee Correction Form (.doc)
Employee Dismissal Letter (.doc)
Employee Email Policies Long (.doc)
Employee Emergency Notification Form (.doc)
Employee Handbook (.doc)
Employee Job and Motivation Improvement Meeting (.doc)
Employee Non-Compete Agreement (.doc)
Employee Non-Disclosure Agreement (.doc)
Employee Proprietary Rights Acknowledgment (.doc)
Employee Proprietary Rights Acknowledgment Upon Termination (.doc)
Employee Records (.xls)
Employee Reference Release Agreement (.doc)
Employee Request to Participate in Medical Plan (.doc)
Employee Satisfaction Survey (.doc)
Employee Share Purchase Plan (.doc)
Employee Shift Schedule (.xls)
Employee Suggestion for Company Meeting (.doc)
Employee Suggestion Form (.doc)
Employee Time Record (.xls)
Employer's Verification on Loan Applicant (.doc)
Employment Agreement at Will Employee (.doc)
Employment Agreement Executive (.doc)

Employment Agreement Executive with Car Allowance (.doc)
Employment Agreement Executive2 (.doc)
Employment Agreement for Technical Employee (.doc)
Employment Agreement General (.doc)
Employment Agreement Key Employee (.doc)
Employment Application Form (.doc)
Employment at Will Policy (.doc)
Employment Contract Worksheet (.doc)
Environmental Policy (.doc)
Exclusivity, Confidentiality and Assignment of Work Product (.doc)
Executive Medical Reimbursement Plan (.doc)
Executive Protection Agreement Change in Control (.doc)
Executive Protection Agreement Change in Control_Long Form (.doc)
Executive Secretary Job Description (.doc)
Exit Interview Form (.doc)
Explanation of Insurance Rate Increase (.doc)
File Clerk Job Description (.doc)
Final Warning Before Dismissal (.doc)
First-Line Supervisor or Manager of Retail Sales Workers Job Description (.doc)
First-Line Supervisor or Manager, Administrative Support Job Description (.doc)
Food Preparation Worker Job Description (.doc)
Food Service Manager (General Manager, Restaurant) Job Description (.doc)
Funeral Leave Policy (.doc)
General and Operations Manager Job Description (.doc)
General Safety Policy (.doc)
General Safety Rules (.doc)
Grievance Policy (.doc)
Hairdresser Job Description (.doc)
Health Reimbursement Arrangement Plan (HRA) (.doc)
High School Teacher Job Description (.doc)
Hiring Policy (.doc)
Human Resources Assistant Job Description (.doc)
Human Resources Manager Job Description (.doc)
I am Most Pleased to Write a Character Reference (.doc)
I Highly Recommend (Person) (.doc)
Incident Report (.doc)
Income Continuation Protection Agreement (.doc)
Indemnification Agreement for Directors (.doc)
Indemnity for Directors Short Form (.doc)
Information Release Authorization (.doc)
Interview Confidential Disclosure Agreement (.doc)
Interview Guide Accountant (.doc)
Interview Guide Accounting Technician (.doc)

Interview Guide Administrative Assistant (.doc)
Interview Guide Bookkeeping Accounting and Auditing Clerk (.doc)
Interview Guide Computer Systems Analyst (.doc)
Interview Guide Computer Technician (.doc)
Interview Guide Customer Service Representative (.doc)
Interview Guide Director of Information Technology (.doc)
Interview Guide Executive Secretary (.doc)
Interview Guide File Clerk (.doc)
Interview Guide General and Operations Manager (.doc)
Interview Guide Human Resources Assistant (.doc)
Interview Guide Human Resources Manager (.doc)
Interview Guide Marketing Assistant (.doc)
Interview Guide Marketing Manager (.doc)
Inventory Specialist Job Description (.doc)
It Equipment Email and Internet Usage Policy (.doc)
IT Project Manager Job Description (.doc)
Janitor and Building Cleaner Job Description (.doc)
Job Analysis (.doc)
Job Applicant Interview Script (.doc)
Job Description Example for CFO (.doc)
Job Description Form (.doc)
Jury Duty Policy (.doc)
Knowledge Worker Interview Questionnaire (.doc)
Landscaping and Groundskeeping Worker Job Description (.doc)
Lawyer Job Description (.doc)
Lead Cook Job Description (.doc)
Letter Confirming Employment (.doc)
Letter Confirming Employment Terms (.doc)
Letter Explaining Family and Medical Leave (.doc)
Letter of Appreciation to Employee (.doc)
Letter of Encouragement to Sales Staff (.doc)
Letter of Reference Long (.doc)
Letter of Reference Short (.doc)
Letter of Resignation (.doc)
Letter to New Employer of Former Employee Non-Disclosure (.doc)
Letter to Sexual Harassment Complainant (.doc)
Library Director Job Description (.doc)
Library Director Job Description (.doc)
License Clerk Job Description (.doc)
License Clerk Job Description (.doc)
Licensing Examiner and Inspector Job Description (.doc)
Licensing Examiner and Inspector Job Description (.doc)
Line Cook Job Description (.doc)

Line Cook Job Description (.doc)
Loan Counselor Job Description (.doc)
Loan Counselor Job Description (.doc)
Logistician Job Description (.doc)
Logistician Job Description (.doc)
Maid and Housekeeping Cleaner Job Description (.doc)
Maid and Housekeeping Cleaner Job Description (.doc)
Management Services Agreement (.doc)
Marketing Assistant Job Description (.doc)
Marketing Manager Job Description (.doc)
Mechanical Drafter Job Description (.doc)
Mediation and Arbitration Agreement (.doc)
Military Leave Policy (.doc)
Motivation Survey (.doc)
Municipal Clerk Job Description (.doc)
Mutual Termination of Contract (.doc)
Negative Response Experience (.doc)
Negative Response No Opening (.doc)
Negative Response Qualifications (.doc)
Negative Response to Job Candidate Post-Interview (.doc)
Network and Telecommunication Specialist Job Description (.doc)
New Employee Survey (.doc)
New Employee Welcome Letter (.doc)
Non-Disclosure and Non-Compete Agreement (.doc)
Notice of Grant of Stock Option (.doc)
Notice of Job Opening Form (.doc)
Notice of Job Opening Letter (.doc)
Notice of Layoff 1 (.doc)
Notice of Layoff 2 (.doc)
Notice of Promotion (.doc)
Notice of Revocation of Authority (.doc)
Notice of Termination (.doc)
Notice of Termination False Employee Information (.doc)
Notice of Termination Work Rules Violation (.doc)
Notice to Employee Unqualified for Christmas Bonus (.doc)
Notice to Employees of Bonus Cancellation (.doc)
Notice to Employees of New Vacation Policy (.doc)
Notice to Employees of Unsatisfactory Behavior (.doc)
Nurse Practitioner Job Description (.doc)
Offer of Assistance to Family During Employee Illness (.doc)
Offer of Letter of Recommendation (.doc)
Office and Administrative Personnel Job Description (.doc)
Office Clerk General Job Description (.doc)

Overtime Authorization Form (.doc)
Overtime Policy Guidance (.doc)
Paid-Time-Off Policy (.doc)
Paralegal and Legal Assistant Job Description (.doc)
Payroll and Timekeeping Clerk Job Description (.doc)
Payroll Deduction Authorization (.doc)
Pay slip (.doc)
Pay slip Worksheet (.xls)
Peer Improvement Form (.doc)
Performance Evaluation (.doc)
Personal Leave Policy (.doc)
Personal Recommendation and Reference (.doc)
Personal Recommendation of Employee (.doc)
Personal Reference Check Letter (.doc)
Physical Exam Consent (.doc)
Please Welcome New Employee (.doc)
Plumber Job Description (.doc)
Policy Letter on Vehicle Expense Reimbursement (.doc)
Policy on Privacy and Employee Monitoring (.doc)
Polygraph Consent (.doc)
Position Request Form (.doc)
Post-Employment Information Release Agreement (.doc)
Post-Employment Reference Policy (.doc)
Pregnancy Leave Policy (.doc)
Pre-Interview Questionnaire (.doc)
Preschool Teacher Job Description (.doc)
Production Supervisor Job Description (.doc)
Profit Sharing Plan (.doc)
Programmer .NET Job Description (.doc)
Programmer Flex Job Description (.doc)
Programmer Java Job Description (.doc)
Progressive Discipline Policy (.doc)
Prohibited Activities (.doc)
Promotion Announcement (.doc)
Proprietary Information and Inventions Agreement (.doc)
Public Works Foreman Job Description (.doc)
Public Works Manager Job Description (.doc)
Purchasing Agent & Buyer Farm Products Job Description (.doc)
Purchasing Agent (General) Job Description (.doc)
Purchasing Manager Job Description (.doc)
Questions to Avoid During an Interview (.doc)
Real Estate Broker Job Description (.doc)
Real Estate Sales Agent Job Description (.doc)

Receipt of Resume (.doc)

Receptionist Job Description (.doc)

Record of Disciplinary Action and Proposed Changes (.doc)

Recreation Worker Job Description (.doc)

Reference Check Letter (.doc)

Reference Check Phone Script (.doc)

Reference Checking Form (.doc)

Reference on Qualifications (.doc)

Reference Request and Release (.doc)

Refusal of Employee Request for Early Raise (.doc)

Refusal of Request for Letter of Recommendation (.doc)

Registered Nurse Job Description (.doc)

Reimbursement Form Medical Expenses (.doc)

Reminder Letter Confidentiality Letter or Former Letter (.doc)

Reminder to Employee to Renew Driver's License (.doc)

Remote Work Policy (.doc)

Reprimand (.doc)

Request for Character Reference (.doc)

Request for Employment Reference (.doc)

Request for Leave of Absence (.doc)

Request for Reference (.doc)

Request Immediate Insurance Coverage for New Employee (.doc)

Request to Locate Former Employee (.doc)

Resignation (.doc)

Resignation 2 (.doc)

Resignation Letter Going Back to School (.doc)

Resignation Letter Moving to Another Company (.doc)

Response to Employee Request for Family or Medical Leave (.doc)

Response to Inquiry Concerning Former Employee (.doc)

Restrictive Covenants for Employment Agreements (.doc)

Retail Salesperson Job Description (.doc)

Retirement Party Invitation Guest (.doc)

Retirement Party Invitation Internal (.doc)

Sabbatical Leave Policy (.doc)

Sales Commission Policy (.doc)

Sales Engineer Job Description (.doc)

Sales Expenses Reimbursement Policy (.doc)

Sales Manager Job Description (.doc)

Sales Representative Agreement (.doc)

Sales Representative Wholesale (Non-technical) Job Description (.doc)

Sales Representative Wholesale (Technical) Job Description (.doc)

School Principal Job Description (.doc)

Security Guard Job Description (.doc)

Security Policy (.doc)
Self-Evaluation (.doc)
Senior Advisor Agreement (.doc)
Separation and Release Agreement (.doc)
Severance Agreement (.doc)
Sexual Harassment IQ Test (.doc)
Shipping, Receiving and Traffic Clerk Job Description (.doc)
Sick Leave Policy (.doc)
Sick Pay Policy (.doc)
Simplified Employee Pensions Plan (.doc)
Smoking Policy (.doc)
Social and Community Service Manager Job Description (.doc)
Social Worker Job Description (.doc)
Software Architect Job Description (.doc)
Software Engineer Job Description (.doc)
Software Quality Assurance Manager Job Description (.doc)
Software Quality Assurance Tester Job Description (.doc)
Statement and Policy Prohibiting Illegal Discrimination (.doc)
Superior Improvement Form (.doc)
Surveillance Officer Job Description (.doc)
System Administrator Unix Job Description (.doc)
System Administrator Windows Job Description (.doc)
Team Assembler Job Description (.doc)
Telecommuting Agreement (.doc)
Telecommuting Agreement (.doc)
Telecommuting Policy (.doc)
Telephone Tracking Log (.doc)
Telework Policy (.doc)
Termination Certification (.doc)
Test Personal Flexibility Skills (.doc)
Thank You for Submission and Request for Revision (.doc)
Thank You for Support During Illness (.doc)
Thank You to Applicant for Testing (.doc)
Third Party Confidential Information Policy (.doc)
Time Off Policy (.doc)
Time Off to Vote Policy (.doc)
Time Sheet (.xls)
Treasurer and Controller Job Description (.doc)
Tuition Approval for Refund Request (.doc)
Urban and Regional Planner Job Description (.doc)
Utility Cook Job Description (.doc)
Vacation Policy (.doc)
Verification of Employment and Letter of Recommendation (.doc)

Visitor Policy (.doc)

Waiter and Waitress Job Description (.doc)

Warning Notice (.doc)

Web Developer Job Description (.doc)

Whistleblower Policy (.doc)

Wholesale and Retail Buyer (Except Farm Products) Job Description (.doc)

Wholesale and Retail Buyer (Except Farm Products) Job Description (.doc)

Witness Statement Form (.doc)

Work Rules (.doc)

Workplace AIDS Policy (.doc)

Workplace Violence Prevention Policy (.doc)

Worksheet Contingent Worker (.doc)

Worksheet Delegation (.doc)

Worksheet Job Requirements (.doc)

Worksheet Routine Clerical Responsibilities (.doc)

Worksheet Strengths and Weaknesses (.doc)

Worksheet Telecommuting (.doc)

Worksheet Termination of Employment (.doc)

Proposals

Bid Proposal

Business Proposal

Business Proposal - Short

Checklist Sample Format for Responding to RFP

Checklist Sample Format for Responding to RFP

Collection Letter Requesting Contact and Proposal

Cover Letter for a Cost Quotation

Cover Letter for a Cost Quotation

Developing a Grant Proposal

Different Option Enclosed in the Following Pages

Different Option Enclosed in the Following Pages

Enclosed Proposal for Review

Final Reminder Terms and Pricing Good for a Limited Time

Grant Proposal

Inquiry About Last Quotation

Job Proposal

Letter Enclosing Proposal Long

Letter Enclosing Proposal Long

Letter Enclosing Proposal Short

Positive Answer to Proposal

Positive Answer to Proposal

Project Proposal

Proposal for Services

Proposal of Determination of the Fair Market Value of Share

Proposal to Buy a Business

Reminder the Prices in This Quotation Are Good for a Limited

Request for Proposal

Request for Proposal

Request Proposal for Credit Facility

Resubmission of Proposal

Sales Proposal

Scope of Work

Sponsorship Proposal

