



# 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](#)

## Form Litigation Hold Notice Form

Date: <<CurrentDate>>

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Department Name:

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Department Manager or  
Content Owner:

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Request Made By:

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Legal Hold Case ID Number:

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### Detailed Legal Hold Information:

<< Provide details of the case and instructions to implement the Hold Notice Procedure >>

- ◆ << List the specifics of the complaint or threat >>
- ◆ << Identify the party making the claim >>

Notice of Intent to

## DEMO CONTRACT

This demo contract has been truncated. The complete editable version of this document is available in the Contract Pack template collections

<https://www.proposalkit.com/html/legal-contract-templates/records-management/formal-record-hold-notice-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.

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)

