



# PROPOSAL KIT SAMPLE

## SAMPLE CONTRACT PACK DOCUMENT

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For example, some documents are used in a longer sequence one after the other. Some include optional exhibit and schedules.

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<https://www.proposalkit.com/htm/business-proposal-writing-tips.htm>

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## LETTER OF INTENT

This letter of intent confirms the mutual intention of the undersigned, which may hereinafter be referred to as "the parties," to enter into a potential transaction, described herein, this <<CurrentDay>> day of <<CurrentMonth>>, <<CurrentYear>> between:

<<Company>> "Party A" AND <<CustCompany>> "Party B"  
<<Address1>> <<CustAddress1>>  
<<City>>, <<State>> <<CustCity>>, <<CustState>>  
<<PostalCode>> <<CustPostalCode>>

This document, in and of itself, does not represent an enforceable legal contract.

### Terms of Agreement

The terms of the proposed transaction are as follows:

#### 1. Summary of Intent.

<< Insert summary of terms for letter of intent. >>

#### 2. Consideration.

<< Insert consideration/compensation or financial terms. >>

#### 3. Due Diligence and Review.

Upon execution of this letter of intent, parties will allow << Insert whether the terms include an examination of financial, accounting, legal, historical or intellectual property information, including any business records, communication, disclosures, contracts or any other legal documents. >> Any information obtained during this period shall be bound by the terms of a Confidentiality Agreement executed by the parties, dated <<Date>>

Party A Initials \_\_\_\_\_ Party B Initials \_\_\_\_\_

(the "Confidentiality Agreement"). The parties pledge full cooperation in order to complete the due diligence and review period without unreasonable delay.

#### **4. Purchase Agreement.**

All terms and conditions contained within the proposed transaction will be fully contained within the Purchase Agreement. Neither party shall be bound by any written or oral statements, whether made by the respective parties or their designated agents, employees or assigns that concern the Purchase Agreement that may arise out of discussion or negotiation.

#### **5. Closing Date.**

Parties agree to a closing date of << Insert Closing Date >>, which both parties shall agree to be the date in which both Due Diligence and Review must be complete and all Terms and Conditions contained within the Purchase Agreement.

#### **6. Conduct in Ordinary Course.**

All terms are subject to the parties continuing to conduct their business in the ordinary course and having no material adverse change in business, condition, finances, litigation, prospects, governmental action or any material change not disclosed at the time of the closing date.

#### **7. Continuity/Employment.**

<< Insert Business Continuity and Employment terms here. >>

#### **8. Expediency.**

Parties agree that TIME IS OF THE ESSENCE and both shall use all reasonable efforts to complete the Due Diligence and Review period and to sign the Purchase Agreement on or before << Insert Signature Date >> and subsequently to close the

# DEMO CONTRACT

This demo contract has been truncated. The complete 3 page editable version of this document is available in the Contract Pack template collections

<https://www.proposalkit.com/html/legal-contract-templates/business-contracts/letter-of-intent-agreement.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.

Party A Initials \_\_\_\_\_ Party B 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)

