



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](#)

<<Company>>

Wellness Reimbursement Request

Date: <<CurrentDate>>

Employee: <<ContractFirstName>> <<ContractLastName>>

Department: <<Department>
>

Supervisor: <<Supervisor>>

Employee Job Information

Position:	<<ContractJobTitle> >	Status:	<< Full-time Y/N >>
Date of Hire:			
Work Type: Hourly <input type="checkbox"/>	Shift Type: Day <input type="checkbox"/> Night <input type="checkbox"/> Swing <input type="checkbox"/> Other <input type="checkbox"/>		
Salary <input type="checkbox"/>			

Instructions:

Supervisor must complete the following form and file it with the Human Resources Department.

Employee must provide receipt(s) for all reimbursed wellness activities.

Description of Wellness Program or Activities

Describe the wellness program or activities you are seeking reimbursement for.

Qualifications

Does employee have receipt(s) of payment for the activities being submitted for reimbursement? Yes No

Are the activities submitted for reimbursement "Qualified Wellness Program" activities? Yes No

Qualified Wellness Program Activities

Purpose of <<Company>> Wellness Reimbursement Plan:

The purpose of this plan is to provide our full-time employees with financial incentives and assistance to encourage participation in health and wellness activities and programs, such as health club memberships, aerobic / exercise classes, health education classes, and smoking and tobacco cessation or weight management programs.

Who can participate in Wellness Reimbursement:

Full-time, regular employees are eligible to participate in the wellness reimbursement program. The maximum benefit an employee can receive is limited to << Insert \$ Amount >>/month for all qualified activities. For an activity to be considered "qualified," the employee must participate in the activity for three consecutive months to be eligible for reimbursement. The company will also reimburse any

DEMO CONTRACT

<<Address1>> <<Address2>> <<City>>, <<State>> <<PostalCode>>
Phone <<WorkPhone>>

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/htm/legal-contract-templates/human-resources-templates/employee-wellness-reimbursement-request-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

