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AGREEMENT TEMPLATES

Affiliate Agreement
Artwork Agreement
Concept Protection Letter
Fulfillment - Letter of Intent
Fulfillment Program Agreement
General-Company Store Agreement
Independent Contractor Agreement
Mutual Non-Disclosure Agreement
Non-Compete-Agreement
Simple NDA-Non-Competition Agreement
Writer's Agreement

JOB DESCRIPTIONS

Bookkeeper
CEO
Customer Service Rep
Customer Service Supervisor
Multi-Media Designer
Operations Manager
Purchasing Agent
Retail Sales Associate
Retail Store Asst Manager
Retail Store Keyholder
Retail Store Manager
Sales Manager
Sales Representative
Sales Support Rep
Shipping Supervisor
VP of Finance
VP of Operations
VP of Sales & Marketing

FORMS

Human Resource Forms:

Employee Evaluation
Employment Eligibility Verification form (I-9)
Exit Interview
First Day Employee Briefing
Handbook for Employers for Completing Form I-9
Personnel Policy Worksheet
Sample Classified Ads
Separation Notice-Resignation
Separation Notice-Termination
Statement of Warning
Termination Form-Office Use
Training Schedule

Human Resource Posters:

Disabilities Poster
Employee Polygraph Protection Act Poster
Equal Opportunity is the Law Poster
Job Safety and Health Protection Poster
Minimum Wage Poster

IRS Forms:

Employers Tax Guide
Form-940
Form-941
Form-1099-MISC
SS-4
W-2
W-3
W-4
W-9

Operations Forms:

Artwork Proof Approval Form
Invoice
Job Estimate Approval Form
Purchase Order
Semi-Monthly Time-Sheet
Weekly Time-Sheet