

# The Ultimate All-in-One Kit for Every Entrepreneur, Agency & Startup

Running a business means wearing many hats — from marketing and sales to HR, finance, and operations.

But managing it all doesn't have to be chaotic or time-consuming.


That's where the **Business Box** comes in.

It's a complete collection of 3,500+ ready-to-use business, sales, and management documents — all neatly organized into 58 powerful modules.

Each file is professionally drafted, legally compliant, and customizable to fit any type of business, whether you're a startup, freelancer, agency, or established company.


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## What's Inside the Business Box

 58 Modules | 3500+ Professionally Created Documents, Templates & Dashboards

Everything you need — from sales proposals and marketing plans to HR dashboards and legal agreements — ready for immediate use.

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 58 Modules of Legally Compliant 3,000+ Business & Sales Documents with detail Information:

### 1. Bids and Quotes Documents & Template – 29 Documents & Template

- Price Quotation
- Purchase order template
- Purchase Order
- Credit Information Request
- Receiving Order Record
- Leasing vs Purchasing Checklist
- Credit Information Request EMAIL
- Packing Slip
- Position Request Form
- Bill of Sale for a Motor Vehicle
- Bill of Lading
- Pricing Strategy Worksheet
- Letter Purchase Order Issued on Acceptance of Delivery Date Template
- Announcement of Price Reductions

- Packing List of Order
- Letter of Direction Payment of Acquisition Price
- Announcement of Price Increase
- Shipment Schedule Acknowledgement of Purchase Order
- Requesting Refund Form
- Request for Contractor References
- Sale on Approval Acknowledgment
- Reference Request
- Request for Reference
- Request for Information in Advance of Purchase Order
- Sale on Consignment Acknowledgment
- Return Authorisation
- Shipments Held Until Past Due Balance Paid
- Request for Refund on Undelivered Merchandise
- Requisition Slip

## 2. Competition research Documents & Templates – 10 Documents & Template

- Worksheet Industry Competitive Forces Analysis Template
- Checklist Trend Analysis
- Checklist Industry Analysis
- Market Survey Template
- Checklist Manufacturer Analysis
- Business Analysis
- Market Study
- Demographic Analysis
- Cost Analysis of Market Research Methods Template
- Characteristics of Competitive Strategies

## 3. Credit and Collection Documents & Templates – 80 Documents & Template

- Denial of Credit email
- Collection Letter for Following Promissory Note
- Request to Confirm if Unpaid Balance is Due to Clerical Errors
- Collection Report
- Collection Letter By Collection Agency
- Authorisation Form for Credit Card Billing
- Credit Information Cover Letter
- Final warning for payment before sending to collection agency
- Rejection of Company Credit due to Unfavorable Report
- Company Credit Account Approval
- CHECKLIST TO IMPROVE COLLECTIONS
- Collection instructions to lawyers

- Rejection of Company Credit Account
- Notice To Tenant of Rent Default
- Promissory Note Line of Credit
- Acceptance of Request for Extension of Time
- Credit Withdrawal on Late Account
- Accounting Errors Apology
- Transfer of Account to Collection Agency
- Reply to Credit Rejection Request
- Notice of Other Lease Default
- Notice of Nearing Credit Limit
- Letter of Default on Promissory Note
- Final warning Collection Letter
- Acknowledgement of Instalment Payment
- Restrictions on Credit for slow paying clients
- Request to Seek Assistance of Credit Manager on Past Due Account
- Additional Reminder of Late Payment
- Credit Denial (1)
- Application for Consumer Credit
- Application of Business Credit
- Deferring an Interest Payment
- Credit and General Information Request
- Compromising Debt Agreement
- Apology for Late Payment
- Default in Payment Notice
- Credit Agreement
- Checklist Items to Consider for Drafting a Promissory Note
- Cancellation of Contract Notice
- Agreement to Debt Payment Extension Terms
- Bill of Sale for Companies
- Balloon Note
- Authorising a Debit from your Account
- Notice of Bad Cheque Due to Non-sufficient Funds
- Final Reminder to Businessperson in Advance of Collections
- Failure to Credit Payment Apology
- Extend Debt Payment Terms Agreement
- Denying Individual Charge Account
- Final Letter Demanding Payment
- New Credit Restrictions
- Final Request for Payment on Past Due Account
- Denying Extension of Time Request
- Demand on Guarantor
- Final Request for Invoice Payment\_Letter 2
- Demand for Payment on Instalment Promissory Note
- Demand for Payment of Unearned Discounts
- Demand by Secured Party for Possession of Collateral



- Final Request for Invoice Payment Letter
- CHECKLIST TO ENHANCE COLLECTION OF MONEY
- Refusal of Quarterly Billing Request
- Refusal of Additional Discount Request
- Cash on Delivery Terms Notice
- Notice of Credit Limit Template
- Refusal of Request for Extension of Time
- Second reminder for payment
- First follow up payment collection email
- Prepayment Discount Offer
- CREDIT POLICY
- Notice of Payment 60 Days Past Due
- Request for Payment Credit Line Exceeded Template
- Credit Memo
- Notice of Disputed Balance
- Initial Reminder of Late Payment
- Festival Credit Extension
- Starting a New Credit Account
- Collection Follow-Up on Release of Pending Order
- Termination of Credit Line
- Authority to Release Credit Information
- Response to Credit Reference Request
- COLLECTION HISTORY FORM FOR BAD CREDIT ACCOUNTS

#### 4. Customer Support Documents & Templates – 113 Documents & Template

- Thank you - Positive feedback
- Thank you - For your business (short)
- Thank you - For Renewing a contract
- Thank you - For your business
- Thank you - General Thanks
- Thank You for Payment After Phone Call
- Thanks for Recommending my Company
- Thank You for Giving Your Time
- You've Attained Valued Customer Status with our Company
- Thank You for Customer Referral
- Discount for New Companies
- Request for Most Recent Status Report from collection agency
- Apology and Replacement of Damaged Goods
- We Would Like to Welcome You Back as a Customer
- Repeat Business Thank you Email
- Letter to Customer Invoice Attached
- Thanks for the Suggestions
- Thank you for your Confidence

- Thanks for the Tour
- Thanks for the Good Product Review
- Request for Service on Invalid Warranty
- Email to celebrate good customer relationship
- Second Request for Renewal of Service Agreement
- Email to set appointment to repair customers product
- Requesting pickup of repaired product
- Email to Customer Not Home for Service Appointment
- Email asking customer to complete enclosed questionnaire
- Email after repairing product
- Email Announcing New Service
- Customer Feedback Request
- Record of Purchase Form
- Interview Guide for Customer Service representative
- I Value Your Business and Regret Losing it (Email)
- Customer service improvement guide
- Email for Responding to Inquiry
- Email - Extend a customers service contract
- Congratulations on Service
- Customer Service Representative Job Description
- Apology for Inconsistent Service
- Action Form for Customer Service
- Apology for Delayed Response
- Customer Revival of Sales
- Request Form for Customer Service
- Customer Confidentiality Agreement
- Form for Customer Complaints
- Apology for Missing Appointment
- Credit Extension for Valued Customers on Past Due Accounts
- Approval of Customer Charge Card
- Customer Incentive Programme Announcement
- Email to inform customer about Departed Employee
- Requesting Refund Form
- Sorry, we didn't account for your payment correctly
- Accounting Errors Apology
- Poor Service Rating on survey Apology
- Apology and Compensation
- Congratulations on Formation of a New Company
- Congratulations on Expansion
- Guidelines - Communicating with Prospective Clients
- Service Congratulations
- Apology for Late delivery of [PRODUCT]
- An Apology for System Downtime Slow service etc
- Thank you for Praise of Employee
- Apology for Inability to Tender





- Customer Service Improvement Checklist
- Valued Customer Party
- Inquiry on New Customer Credit Template
- Thank You for Your Inquiry Price List Enclosed
- Sorry - Miscommunication apology
- Thank you - For Negative feedback
- Sorry - Wrong material sent
- Sorry - Our system\_s need work
- Sorry - Billing Error
- Sorry - Negative experience with staff
- Thank you - For your support
- Sorry - Mass Apology
- Thank you - For helping us win
- Sorry - Personal Apology for misunderstanding
- Sorry - An apology to win back trust
- Thank you - For your attendance
- Sorry - General Apology
- Thank you - For a referral customer
- Thank you - For your time
- Sorry - Management Apology
- Follow up - after solving issue of client
- Asking customers for referral
- Sorry - Price increase notification
- Asking a client to fill out a questionnaire
- Asking an long time customer to refer you
- Asking a customer to make a direct introduction with a prospective client
- Welcome - Light hearted fun welcome to the company for new clients
- Thank you - For referring a one time client
- Thank you - Formal thanks for a long time customer who referred you
- Welcome - General Welcome Email
- Welcome - Formal welcome of new client to business
- Thank you - Long time customer who referred you
- Asking for a referral for your product\_service
- Welcome - Thanks for joining our business community
- Asking for a referral and giving a COUPON
- Upsell - To long term clients
- Customer transfer at the end of onboarding
- Giving an indecisive customer a free trial\_
- Account manager leaving your company
- Accounts - Product refund email
- Account manager introduction email
- Product exchange email for fault product
- Sorry - Lapse in service
- Client leaving you - Good bye, keep in touch



- Sorry - About mistake, but we'll give you better service and want your business back
- Acknowledgment of Unsolicited Ideas
- Sorry - About mistake, but we want your business back
- Renewal Reminder email
- Product discount email
- How to Steps for Client Onboarding Process

## 5. Market research Documents & Templates – 20 Documents & Template

- Demographic Analysis Guide
- Considerations for Benchmarking Checklist
- Competitor Analysis
- Importance Scale Survey
- Job Analysis
- Brand Loyalty Survey
- Test Franchise Feasibility
- Comparison of Demographics
- Quality Scale Survey
- Manufacture Analysis
- Industry Analysis
- Market Study
- Target Market Analysis
- Checklist Developing Services
- Competitive Advantage Spreadsheet
- Market Survey – General
- Trend Analysis
- Market Survey - Business to Business
- Exhibit Show Survey
- Client Satisfaction Survey



## 6. Marketing Plan Documents & Templates – 19 Documents & Template

- New Business Checklist
- Project Checklist
- Real Estate Goal Setting Worksheet Template
- Basic Strategic Plan
- Indepth Business Proposal
- Communication Plan
- University Marketing Plan
- Marketing Strategies Checklist
- Invitation as Keynote Speaker
- Marketing Proposal

- Hospital Marketing Plan Template
- Guideline for Creating a Marketing plan
- Growth Strategy For Business Development
- Marketing Plan
- Marketing plan template
- Digital Marketing Plan
- Go-to-Market Plan Template
- Social Media report
- sales-forecast

## 7. Press and Media Documents & Templates – 25 Documents & Template

- Press Release New Partnership-Collaboration
- Reprint of Article for Conference
- Advertising-Plan-Template
- Business Merger Announcement
- Notice of Private Sale of Collateral Template
- Press Release Company Has Expanded its Facilities
- Media-Photo-Release-Form-
- Press Release Company Has Received Financing
- Press Release Company Has Completed a Merger
- Press Release Company Reports Quarter Results
- Press Release Company Has Completed an Acquisition
- Announcement of Partnership Buyout
- Press Release Company Won an Award
- Change of Address Announcement
- Email for announcement of new acquisition
- Press Release Promotion of Employee
- Permission to Use Quote
- Press Release Opening a New Office
- Press Release Company Has Reached a Milestone
- ANNOUNCEMENT ON THE AGREEMENT OF PARTNERSHIP BUYOUT
- Business Hours Extended
- Policy for Media Relations
- Responding to Inaccurate Press
- Exhibition Show Survey
- Approval to Advertise Product

## 8. Sales Agreement Documents & Templates – 99 Documents & Template

- Asset Purchase Agreement for Retail Store
- Asset Purchase Agreement
- Exclusive Solicitation Sales Commission Agreement
- Distribution Agreement(1)



- Contract for the Manufacture and Sale of Goods
- Consultant Non-Disclosure Agreement
- Exclusive Importation and Sales Agreement
- Consultant Agreement
- Contract for the Sale of Goods
- First Supply Agreement
- Confirmation of Purchase Agreement
- Checklist Partnership Agreement
- Dealership Agreement
- Checklist for a Co-Branding Agreement
- Distributor Agreement
- Exclusive Distribution Agreement
- Letter of Understanding Regarding Terms of Proposed Contract
- Purchasing Agents Agreement
- OEM Agreement
- Policy for Commissions on Sales
- Partnership Dissolution Agreement
- Merchandising and Marketing Agreement
- Product Supply Agreement
- Non-exclusive Sales Representation Agreement
- Master Agreement Sale of Merchandise
- Manufacturing Distribution Agreement
- OEM Distribution and Licence Agreement
- Online Promotion Agreement Template
- Licence Agreement Non-Exclusive Licence to Manufacture
- Right of First Opportunity Agreement Commercialisation
- OEM Reciprocal Licence Agreement
- Reseller Agreement
- Management and Administrative Services Agreement
- Sale of Goods and Manufacturing Contract
- Performance Evaluation
- Strategic Alliance and Supply Agreement
- Sponsorship Agreement
- Terminating a Distribution Agreement
- Distribution Agreement
- Sales Agency Agreement
- Supply Agreement
- Sales Agency Agreement With Trademarks protection
- Guidelines Partnership Agreement
- Request Letter to Supplier for Credit Facility
- Sales Addendum
- NDA
- Sale of Goods Contract
- Equipment Lease Agreement Long
- Equipment Operating Lease



- Confidentiality Agreement for Consultants Contractors
- Equipment Lease Checklist
- Confidentiality Agreement for Consultants and Contractors
- Mutual Confidentiality Agreement
- Agreement with Provider of Network Services
- Delay on Order Notice
- Equipment Lease With Purchase Option
- Agreement of Purchase and Sale of Shares - Long form
- Employment Agency Agreement
- Consulting Agreement Long
- Agreement of Purchase and sale of Business Assets
- Customer Confidentiality Agreement (1)
- Outsourcing Call Center Support Agreement
- Confidentiality Agreement (Data Processing Services)
- Challenges Arising from Sale Agreement Checklist
- Real Estate Brokerage Agreement
- Repurchase Agreement
- Equipment Maintenance Agreement
- Extend Debt Payment Terms Agreement
- Agreement to Debt Payment Extension Terms
- Net Equipment Lease
- Equipment Sales Agreement
- Online Sales Disclaimer
- Equipment Purchase Agreement
- Compromising Debt Agreement
- Checklist Items to Consider for Drafting a Promissory Note
- Free Linking Agreement Template
- Conditional Sale Agreement
- Advertising Sales Representation Agreement
- Agreement for Internet Advertising Services
- Affiliate program agreement
- Affiliate Marketing Agreement Template
- Bulk Sale Agreement
- Agreement of Movable Hypothec Without Delivery
- Call Centre and Telemarketing Agreement
- Commercial Pledge Equipment and Machinery
- Agency Agreement Corporate Duties
- Advertising Agency Agreement
- Agreement Between Carrier and Shipper
- Commitment Form
- Commission Agreement With Royalties or Commission
- Agreement for Reseller
- Agreement Between Owner and Contractor
- Checklist Drafting Joint Promotion Agreements
- Amendment to Sales Contract

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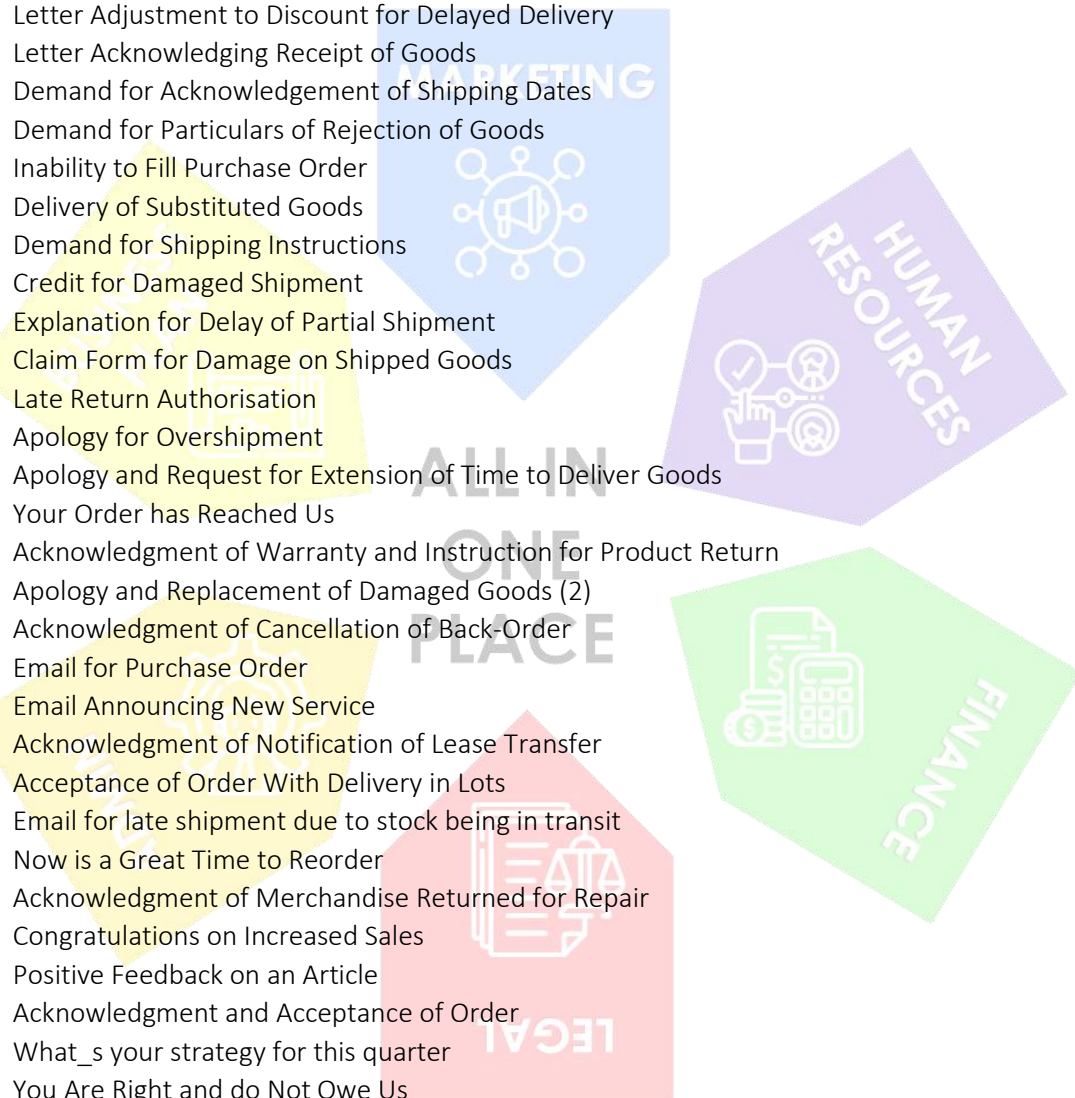
FINANCE

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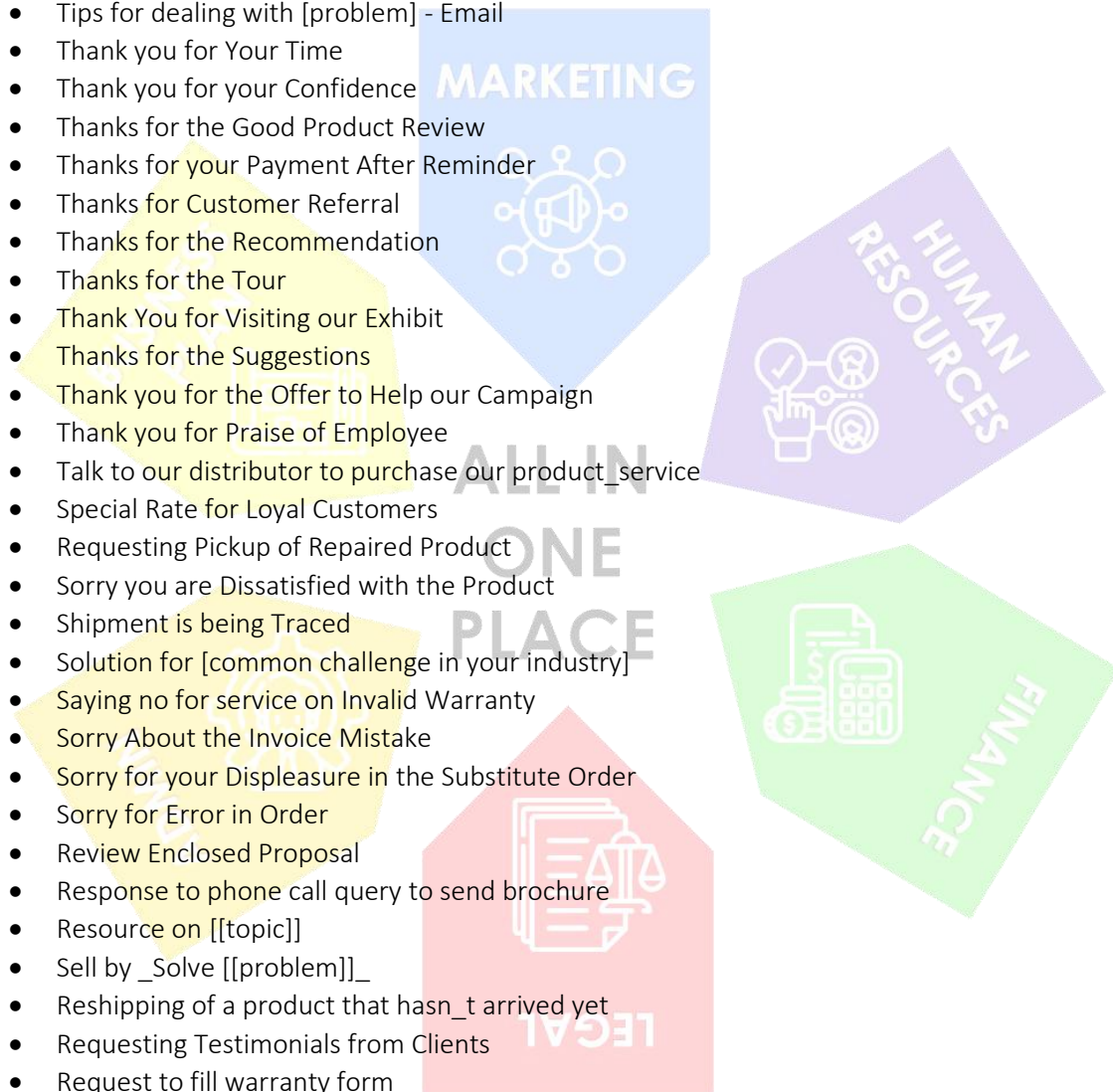
- Checklist Drafting Merchandising Licence Agreements
- Awarding Contract Letter
- Product Supplier Agreement
- Asset Sale and Purchase Agreement Film Television
- Asset Transfer and Sale Agreement Brand

## 9. Sales Email Documents & Templates – 229 Documents & Template

- Letter Adjustment to Discount for Delayed Delivery
- Letter Acknowledging Receipt of Goods
- Demand for Acknowledgement of Shipping Dates
- Demand for Particulars of Rejection of Goods
- Inability to Fill Purchase Order
- Delivery of Substituted Goods
- Demand for Shipping Instructions
- Credit for Damaged Shipment
- Explanation for Delay of Partial Shipment
- Claim Form for Damage on Shipped Goods
- Late Return Authorisation
- Apology for Overshipment
- Apology and Request for Extension of Time to Deliver Goods
- Your Order has Reached Us
- Acknowledgment of Warranty and Instruction for Product Return
- Apology and Replacement of Damaged Goods (2)
- Acknowledgment of Cancellation of Back-Order
- Email for Purchase Order
- Email Announcing New Service
- Acknowledgment of Notification of Lease Transfer
- Acceptance of Order With Delivery in Lots
- Email for late shipment due to stock being in transit
- Now is a Great Time to Reorder
- Acknowledgment of Merchandise Returned for Repair
- Congratulations on Increased Sales
- Positive Feedback on an Article
- Acknowledgment and Acceptance of Order
- What's your strategy for this quarter
- You Are Right and do Not Owe Us
- We are Working on the Missing Shipment
- We Have Followed The Warranty In Full Accordance
- We want to work with you
- We are Taking your Annoyances Seriously
- We Would Like to Welcome You Back as a Customer
- We Have a New Website
- We Accept Your Event Invitation



- Violation of Warranty
- We Regret Losing your Business
- Valued Customer Award Status
- Update on a Few Things We\_re Doing
- We Have Credited Your Account To the Right Amount
- Trying to connect with [First name]
- Tips for achieving [[results]]
- Suggestions on [[topic]]
- Tips for dealing with [problem] - Email
- Thank you for Your Time
- Thank you for your Confidence
- Thanks for the Good Product Review
- Thanks for your Payment After Reminder
- Thanks for Customer Referral
- Thanks for the Recommendation
- Thanks for the Tour
- Thank You for Visiting our Exhibit
- Thanks for the Suggestions
- Thank you for the Offer to Help our Campaign
- Thank you for Praise of Employee
- Talk to our distributor to purchase our product\_service
- Special Rate for Loyal Customers
- Requesting Pickup of Repaired Product
- Sorry you are Dissatisfied with the Product
- Shipment is being Traced
- Solution for [common challenge in your industry]
- Saying no for service on Invalid Warranty
- Sorry About the Invoice Mistake
- Sorry for your Displeasure in the Substitute Order
- Sorry for Error in Order
- Review Enclosed Proposal
- Response to phone call query to send brochure
- Resource on [[topic]]
- Sell by \_Solve [[problem]]\_
- Reshipping of a product that hasn\_t arrived yet
- Requesting Testimonials from Clients
- Request to fill warranty form
- Product Submitted for Distribution or Resale
- Request to customer for Input on Product Development
- Ready to discuss [[problem]]
- Quick win for {{company}}
- Recommendation for care of Repaired Product
- Request for Information Regarding Advertising Rates
- Reply asking for Additional Information
- Quick question about {{company}}



- Repeat Business Thank you email
- quick meeting Pitch email
- Quick call to understand case study
- Questionnaire Enclosed for Completion
- Proposal Resubmission
- Proposal follow up email
- Price Increase
- Product introduction email
- Pricing Good for a Limited Time Final Reminder
- Positive Answer to a Proposal
- Permission to Use Unsolicited Testimonial
- No Recent Orders - Valued Customer
- Notification of Expiration of Service Contract
- Not a priority
- No answer follow up email
- Our Company Name is Changing
- Poor Service Rating Apology
- Nice meeting you {{first\_name}}
- New role
- Product pitch to solve [Pain point]
- Product Pitch [Problem] solution
- New opportunities
- Email to get connected to decision maker
- New Pricing Policy Announcement
- Meeting Confirmation
- Moved to a Bigger Office
- New feature to solve [[XYZ]]
- New Account Welcome and Terms Letter
- New Area Representative Announcement
- Meet Relevant person
- May I Introduce our New Employee to You
- New Discount Offer Announcement
- List of features email
- Email with Proposal (long)
- Email for Good Customer Relations
- Email with Proposal (short)
- Email Announcing New Product
- How you handle [[problem]]
- Let's catch up
- Introducing Myself as Your New Sales Rep
- Intro email after meeting at event\_
- Is this you, {{first\_name}}
- Inability to Offer Substitute
- Inquiry Regarding Discontinued Model
- Invoice Received after Payment

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- Invitation for Demonstrate New Product Line
- Improper Billing After Payment
- Ideas about [[lead's goal or problem]]
- I've been thinking of {{company}}
- I Must Reschedule our Meeting
- I Look Forward to Meeting with You
- Hope you're doing well
- Congrats on [[event]]
- Hi {{first\_name}} \_ closing the loop
- Customer Revival of Sales
- customer retention email
- Expansion Congratulations
- Discount for New clients
- Enclosed is a Different Option
- Customer problem solving pitch
- Customer incentive programme announcement
- Enquiry to collaborate
- Customer email for departed employee
- Cover email Responding to Inquiry
- Cost Quotation cover email
- Congratulations on the New Company
- Cold pitch email
- A quick hello and congrats on the [[event]]
- Reminder The Prices in This Quotation Are Good for a Limited A4
- Congrats on the [[achievement]] Email
- Confirmation of Verbal Order
- Solve [pain point] with low risk [[offer]]
- Why did you go
- Request for Proof of Merchandise Return email
- Confirming a Quotation
- Can I help with pain point \_
- Request for Authorisation to Substitute Product
- Available for a chat
- Congrats on [[new role]]
- How do you acquire customers
- A Mutual Friend Suggested I Contact you (1)
- Notice of Claim of Defective Goods
- Notice of Dispatch
- Notice of Defective Goods
- Notice Following Refusal to Accept Delivery
- Letter Return of Product on Free Trial
- Notice of Back-Ordered Item
- Letter Return of Rejected Goods
- Letter Return of Goods on Approval
- Letter Request Refund on Undelivered Goods

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- Letter Replacement of Damaged Goods
- Notice for Unexpected Delay in Shipment
- Notice Delivery Rejection
- Letter Rejection Part of Delivery
- Refusal to Accept Late Return of Merchandise
- Notice of Reclamation
- Product Launch Email
- Letter to Customer Invoice Attached
- Notice to Suspend Deliveries and Contract Release
- Refusal of Rejection of Goods
- Replacing Rejected Goods
- Parts Arrival Notification
- Notice to Stop Goods in Transit
- Reminder Packing List Requirement
- Notice of Rejection of Goods
- Rejected Goods Return Instructions
- Notice to Disregard Letter Indicating Inability to Ship
- Notice to Cancel Shipment of Back-ordered Goods
- Notification of Returned Merchandise Credit
- Notice of Withholding Future Deliveries
- When you're going to be visiting the client's city
- Email to send to a client when they say they're busy
- Email for when a cold lead might be interested
- When a client says I will keep your information
- Email to set an appointment when the client didn't give you too much information
- Follow up after client asked to contact them later
- Email when someone doesn't pick up the phone
- Email to build trust with your client
- Continuing a dialogue with a prospective client
- Email reply to someone asking for more information and an appointment
- First contact email
- Change in Relationship Manager
- Congratulations on company expansion
- Part Arrival Notice With Request to Schedule Service
- Asking a cold lead what the next step should be
- Contract manufacturing agreement
- Notice of Buyer's Disposition of Rightfully Rejected Goods
- Company Introduction letter
- Email to capture customers when competition is giving bad service
- Using statistics to show your product is better
- Sell by helping your customers with Painpoints for free
- Invitation to Business Event
- Announcing grand opening email
- Show you can easily solve customers painpoints

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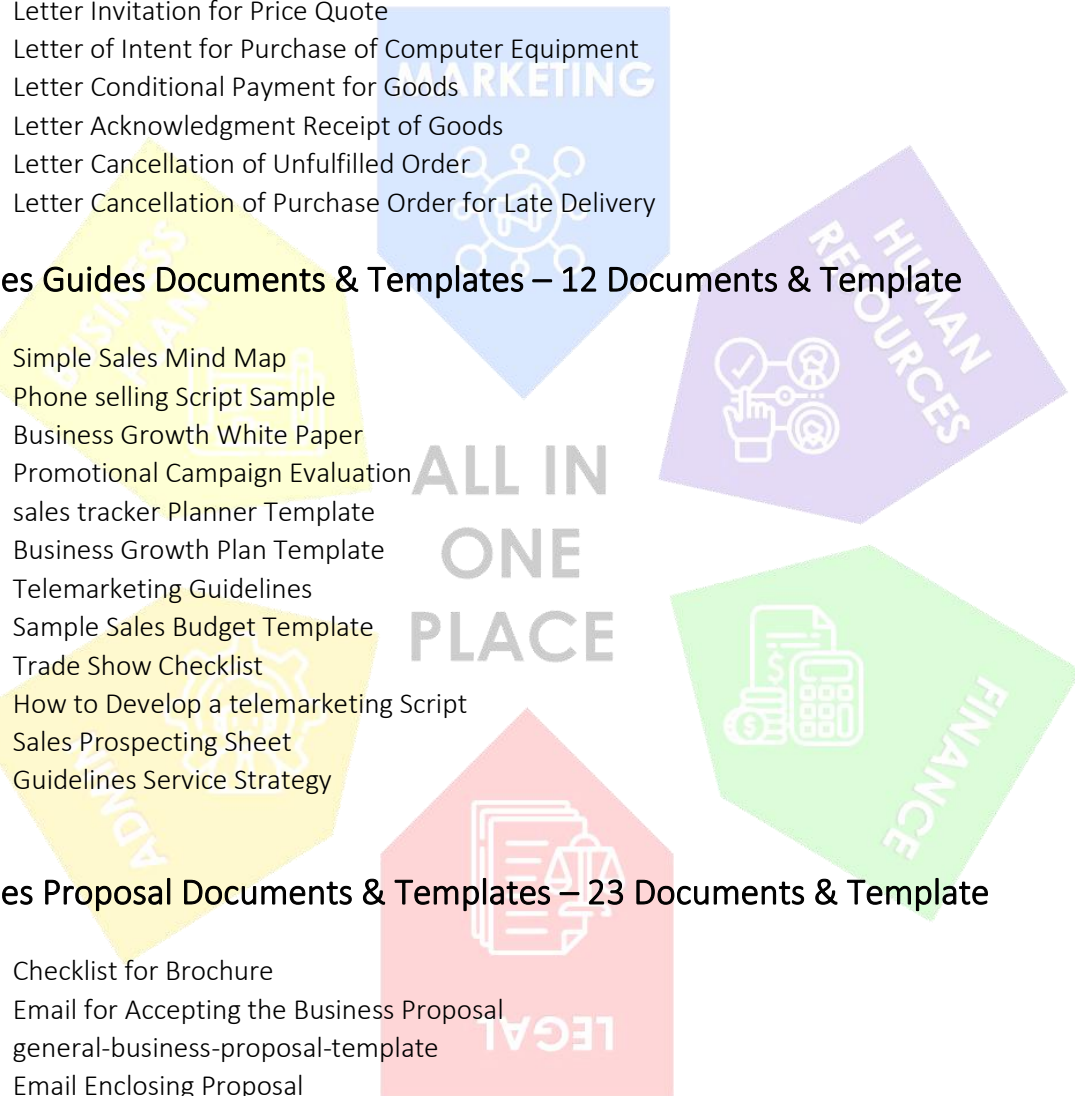
- Email after providing Quotation
- Reminder of renewal of Annual maintenance contract\_
- Introducing new product email
- Catalogue Introduction Letter
- Business to Customer Introduction Letter\_
- Shipment Schedule Acknowledgement of Purchase Order
- Letter Proposal Acceptance
- Letter Information in Advance of Purchase Order
- Letter Invitation for Price Quote
- Letter of Intent for Purchase of Computer Equipment
- Letter Conditional Payment for Goods
- Letter Acknowledgment Receipt of Goods
- Letter Cancellation of Unfulfilled Order
- Letter Cancellation of Purchase Order for Late Delivery

## 10. Sales Guides Documents & Templates – 12 Documents & Template

- Simple Sales Mind Map
- Phone selling Script Sample
- Business Growth White Paper
- Promotional Campaign Evaluation
- sales tracker Planner Template
- Business Growth Plan Template
- Telemarketing Guidelines
- Sample Sales Budget Template
- Trade Show Checklist
- How to Develop a telemarketing Script
- Sales Prospecting Sheet
- Guidelines Service Strategy

## 11. Sales Proposal Documents & Templates – 23 Documents & Template

- Checklist for Brochure
- Email for Accepting the Business Proposal
- general-business-proposal-template
- Email Enclosing Proposal
- Sales Proposal
- Request for Proposal
- Sales Proposal (Medium Length)
- Seo Proposal
- Sales proposal Template
- Service proposal
- Scope of work template



- Sports Team Sponsorship Proposal Template
- Sales Proposal Letter Template
- Request to Determine Fair Market Value of Shares
- Gantt Chart Proposal
- Business Proposal Powerpoint Presentation
- General Sales funnel Presentation
- Project Management Gantt Chart Template
- Software Scope of Work Format
- Developing a Grant Proposal
- Business Proposal
- Grant Proposal
- business project proposal

## 12. Sales representatives Documents & Templates – 42 Documents & Template

- Sales Receipt
- World Meeting Planner
- Super Basic CRM
- Confirmation of Interview Appointment
- Board Resolution in Recognition of Distinguished Service
- Commission Summary
- Evaluation Sales Representative
- Congratulations on Increased Sales
- Commission Sales Agreement
- Announcing Our Recent Acquisition
- Bulk Sale Notice
- Bill of Sale With Encumbrances
- Commercial Sales Invoice
- Bill of Sale
- Sales Staff- Encouragement
- Sales Training Calendar Template
- Sales Seminar Memorandum
- Sales representative interview questions
- Reimbursement Policy for Sales Expenses
- Response to Phone Query - Product Literature
- Policy for Commissions on Sales
- New Area Representative Announcement
- Sales Plan
- Letter of Encouragement to Sales Staff
- Sales Representative Agreement
- Introducing Myself as Your New Sales Rep
- Sales Representative Employment Agreement (1)
- Interview Confirmation
- Sales Addendum



- Salesman Performance Evaluation
- Supervisor Manager of Retail Sales Workers Job Description
- Sales Lead Tracking Excel Template
- Sales Representative Performance Calculator
- CRM Template
- Sales Performance Dashboard Template
- Sales Commision Compensation Calculator
- sales invoice
- Sales Compensation Plan
- Sales Tracking Template focused on Sales rep performance
- Sales report
- Sales Reciept
- Activity Scorecard

### 13. Sales strategy Documents & Templates – 63 Documents & Template

- Sales Funnel
- Pipeline Velocity Analyzer
- Sales Sequence Builder
- Marketing Expenses Plan
- Mini CRM tool
- Marketing \_ Sales Lead Goal Calculator
- Finance Strategy
- Lead Tracker
- Cold Email Sales Weekly Activity Spreadsheet
- Business Concepts SWOT Analysis Infographic Template
- Checklist Launching a Successful Direct Mail Campaign
- Business Growth Plan Template
- Checklist Service Strategy
- Business Development Strategy
- Characteristics of Competitive Strategies
- Management Audit
- Guideline for Creating a Marketing plan
- LIST OF MARKETING CHANNELS
- Customer Support Strategy Planning Template
- INTERVIEW GUIDE MARKETING ASSISTANT
- GENERAL MARKETING MANAGER INTERVIEW QUESTIONS
- Creating a Marketing Brochure
- Information Systems Strategies Checklist
- Go-to-Market Plan
- Considerations for Benchmarking Checklist
- Conducting a Brainstorming Session Checklist
- Implementing a Marketing system
- How to do a Marketing Campaign





- Manufacture Analysis
- Possible Marketing Strategies
- On-Page SEO Checklist
- Marketing Assistant Job Description
- Possible Human Resource Management Strategies
- Market Survey - General
- Possible Financial \_ Accounting Strategies
- Possible Business Growth Strategies
- Off-Page SEO Checklist
- Market Survey - Business
- Market Study
- Pain Points Survey
- Organizational Chart
- Organizational Communication Map
- Strategic Planning checklist
- Profit Sharing Plan
- Strategic Planning
- Technical SEO Checklist
- Pricing Strategy Roadmap
- Social Media Strategy
- Promotional Campaign Evaluation
- product sales sheet template
- Possible Research and Development Strategies
- Possible Production \_ Operations Management Strategies
- Sales Action Plan
- Smart Sales Goals Template
- Sales and Marketing and Marketing Manager Job Description
- Excel Sales Opportunity Tracking Template
- Annual Analysis and Summary Report of Sales Data
- Simple Sales Gantt Chart
- Pipeline Tracker Spreadsheet
- Online Sales Tracker
- Sales Plan
- Sales volume Last Year vs This year
- Sales Pipeline

#### 14. Telemarketing Documents & Templates – 7 Documents & Template

- Daily Call tracking
- Cold call Tracking sheet Day wise with graph
- Customer service call tracking
- How to Develop a telemarketing Script
- Phone selling Script Sample
- Call Centre and Telemarketing Agreement



- Telemarketing Report

## 15. WhatsApp Sales Messages Documents & Templates – 85 Documents & Template

- 
- Payment reminder - Few days before due date
  - Client payment failed
  - Payment Recieved dispatching material
  - Reminder for out standing payment
  - Very Simple Payment recieved thank you message
  - Strong Payment reminder
  - Stopage of services unless payment made\_
  - Offering Payment options for credit extension
  - Gentle Payment Reminder
  - Informing Debtor of Legal Action
  - Soft Payment reminder
  - Requesting call back for Invoice pending
  - Invoice notification message
  - Final Overdue Payment reminder
  - Message requesting feedback
  - Friendly Appointment reminder
  - Rate our service 1 to 5
  - Asking the customer - Sending you a cancelled cheque and bank details
  - Issuing of refund
  - Customer Appointment Reminder
  - Asking for more information - GST number
  - Appointment Conformation message
  - Providing Tracking Information
  - Did our call centre operator satisfy your inquiries
  - Angry Customer - Wrong invoice sent
  - Friendly reminder for appointment
  - First contact - Friendly
  - Sorry - Very Rude Behaviour from staff
  - Sorry - Bad Customer Service
  - Sorry - We take full responsibility
  - Sorry - Unintentional Error
  - Reconnecting customer - Welcome back
  - Sorry - We value you as a customer
  - Saying - I don\_t know [MEDIUM]
  - Thank you - Attached Coupon Code

- Requesting photo of issue
- Sorry - inconvenience caused by us
- Sorry - Not Satisfied by our service
- Sorry - Delay in service
- Sorry - Rude treatment from staff
- Thank you - Customer for waiting
- Thank you - For being our valued Customer
- Thank you - For the purchase
- Thank you - For your trust and confidence
- Unhappy customer - General
- Sorry - Brought to attention of management
- Polite way to decline discount request
- Unresponsive Customer - Trying to get him back to chat
- Angry Customer - Asking them for more information
- Angry Customer - Will transfer you to the right department
- Angry Customer - Sending your request to the right person
- Angry Customer - I'm not equipped to handle your request
- Angry Customer - Sent wrong information
- Angry Customer - Unable to meet a request
- Angry Customer - Forwarding to Manager
- Explain Product - Clarify if the customer wants to understand the product
- Explain product - Customer wants to know more about a product
- End of Month sales message
- Couldn't reach Lead message
- Explain product - Customer wants to know more about a product(1)
- Cart Abandonment Message
- Upselling - Recommending product after buying another product
- Proactive sales - Asking a customer if they need help deciding(1)
- Sales Ending reminder(1)
- Sales Ending reminder
- Proactive sales - Asking a customer if they need help deciding
- Upsell Message after packing order
- Purchase notification(1)
- Product Launch
- Product Launch(1)
- Purchase notification
- Explain Product - Clarify if the customer wants to understand the product(1)
- Autoreply for setting up call
- Welcome customer back\_
- Will get back to you in 24 hours
- Please leave your email and phone number
- Our Office hours are



- Thanks for order
- General Shipping Information - Informal
- Order Arriving Today - Informal\_fun
- Asking a customer if they\_d like to know their shipping options
- Parcel Successfully Delivered
- Delivery Delayed
- Order out for delivery - Informal
- Your Parcel will be delivered today

## 16. Sales Presentations Documents & Templates – 32 Documents & Template

- NGO Company Porfile
- Agile Project Management Infographics
- Company Profile
- Cool Startup Business Plan
- Simple Business Plan
- Tech Company Presentation
- Mountains Travel and Tourism
- Cosmetics Company Profile
- Real Estate Builder Or Broker Presentation
- Marketing Plan for Real Estate Agents
- Insurance Company
- Banking Infographics
- Wealth Management Pink
- Basic Company Profile
- Sales Forecast Plan
- Social Media Plan
- Startup Pitch Deck
- Wealth Management
- Construction Project Proposal
- B2B Pitch Deck
- Real Estate Presentation
- Business Slides
- B2B Project Proposal
- B2C Project Proposal
- Creative Project Proposal Done
- Saas Pitch Deck
- Traditional Pitch Deck
- Tech Pitch Deck
- Pitch Deck
- Insurance Consulting
- Hospital Presentation
- 30-60-90 Day Plan Infographics



## 17. Sales Processes Documents & Templates – 11 Documents & Template

- Staff Training Flowchart
- Sales Strategy Mind Map
- Marketing Department Organizational Chart Template
- Simple Sales Flowchart A4
- Sales Management Cross Functional Flowchart
- Sample Sales Flowchart A4
- Sales Process Flowchart
- Sales Organizational Chart Template
- Digital Marketing Flowchart
- Sales Return Process Flowchart
- Employee Sales Lead Flowchart

## 18. Accounting Excel Dashboards – 5 Documents & Template

- Invoice\_v1\_0b
- Accounts\_Payable\_v1
- Accounts\_Receivable\_v1\_0b
- Expense\_Report\_v1\_0b
- Invoice\_Template\_v1

## 19. Data Analysis Excel Dashboards – 7 Documents & Template

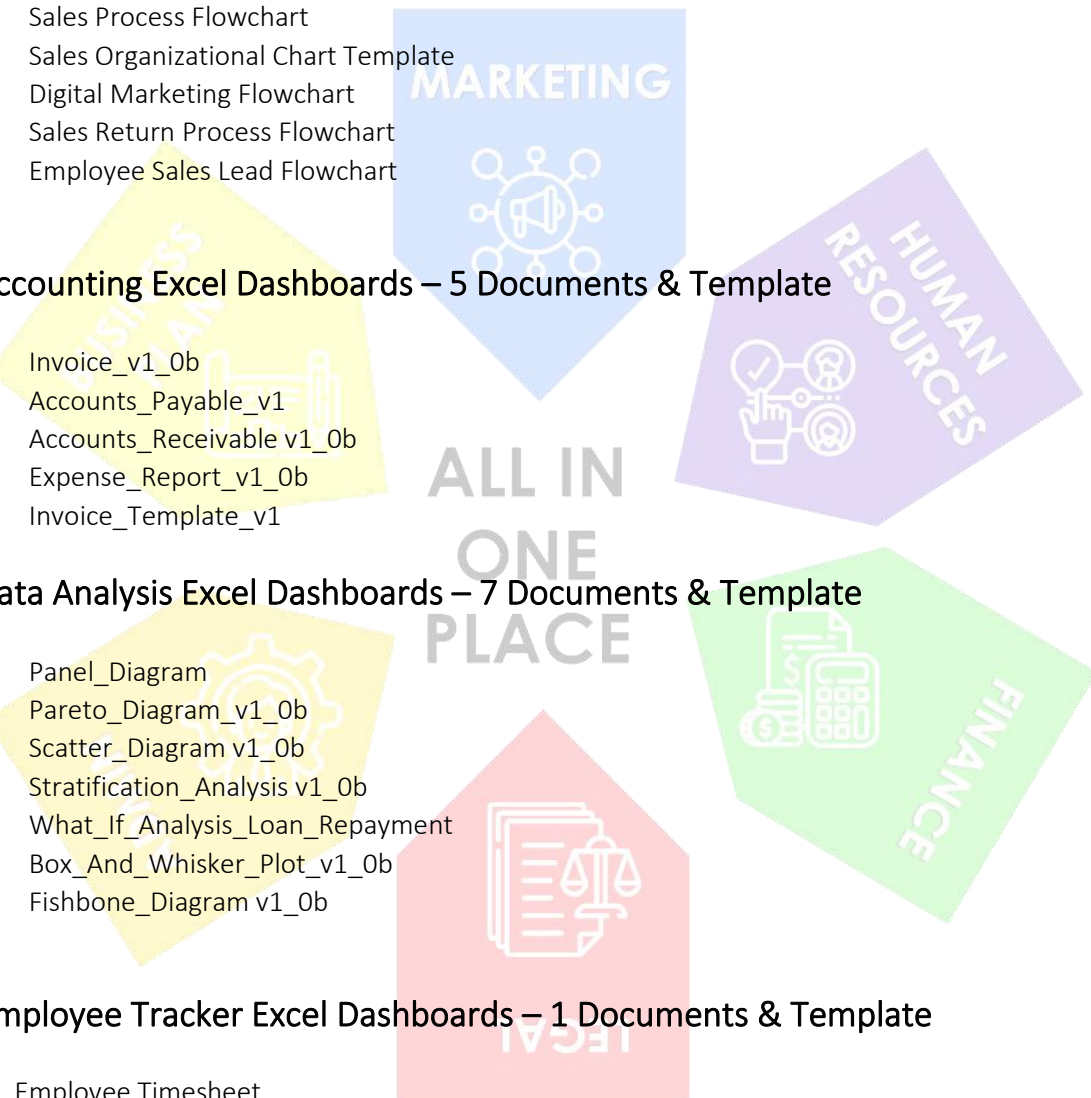
- Panel\_Diagram
- Pareto\_Diagram\_v1\_0b
- Scatter\_Diagram\_v1\_0b
- Stratification\_Analysis\_v1\_0b
- What\_If\_Analysis\_Loan\_Repayment
- Box\_And\_Whisker\_Plot\_v1\_0b
- Fishbone\_Diagram\_v1\_0b

## 20. Employee Tracker Excel Dashboards – 1 Documents & Template

- Employee Timesheet

## 21. Finance Excel Dashboards – 16 Documents & Template

- Mortgage\_Calculator\_v1\_0b
- Cash\_Flow
- Cap\_Table\_v1\_0b
- Budget\_Goal\_Seek\_v1\_0b





- Amortization\_Schedule\_v1
- Balance Sheet
- Profit and Loss Statement
- Stock Portfolio Tracker v1\_0b
- Sales\_Forecast\_v1
- Profitability\_Analysis v1\_0b
- Personal\_Budget\_Analysis\_Dashboard
- Net\_Worth\_Analysis
- Break\_Even\_Analysis
- Variance\_Analysis\_v1\_0b
- Trend\_Analysis\_V2\_3b\_
- Personal\_Budget\_Analysis\_v1\_0b

## 22. HR Excel Dashboards – 10 Documents & Template

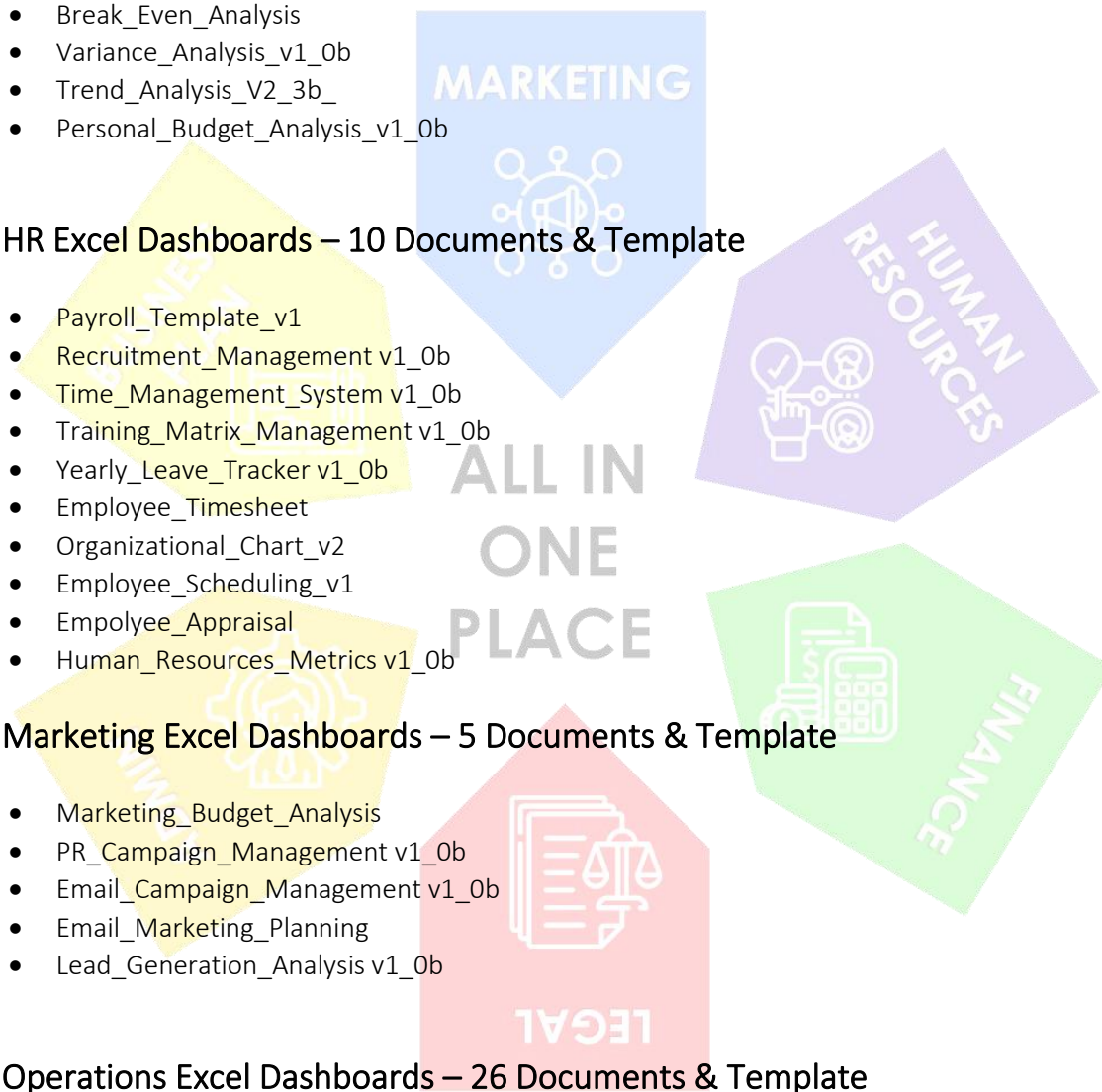
- Payroll\_Template\_v1
- Recruitment\_Management v1\_0b
- Time\_Management\_System v1\_0b
- Training\_Matrix\_Management v1\_0b
- Yearly\_Leave\_Tracker v1\_0b
- Employee\_Timesheet
- Organizational\_Chart\_v2
- Employee\_Scheduling\_v1
- Employee\_Appraisal
- Human\_Resources\_Metrics v1\_0b

## 23. Marketing Excel Dashboards – 5 Documents & Template

- Marketing\_Budget\_Analysis
- PR\_Campaign\_Management v1\_0b
- Email\_Campaign\_Management v1\_0b
- Email\_Marketing\_Planning
- Lead\_Generation\_Analysis v1\_0b

## 24. Operations Excel Dashboards – 26 Documents & Template

- Manufacturing\_KPI\_Management
- Process\_Decision\_Program\_Chart\_PDPC v1\_0b
- Procurement\_Management v1\_0b
- Product\_Quality\_Control v1\_0b
- Statistical\_Process\_Control\_SPC
- Supplier\_Relationship\_Management\_SRM



- Production\_Scanning\_System
- Work\_load\_Analysis v1\_0b
- Warehouse\_Management\_System Updated
- Work\_Order\_Management v1\_0b
- Operating\_Budget\_Analysis
- Cost\_Of\_Quality
- Cost\_Benefit\_Analysis\_v1\_0b
- FMEA\_v1\_0b
- Inventory\_Management\_Template\_v1
- Make\_Or\_Buy
- Process\_Capability\_And\_Histogram\_v1\_0b
- Shipping\_and\_Receiving\_Organizer\_v1
- Bill\_Of\_Materials\_v1\_0b
- Capacity\_Analysis
- Tender\_Management\_Analysis
- Testing\_Labs\_Management v1\_0b
- Quality\_Function\_Deployment v1\_0b
- Check\_Sheet v1\_0b
- Idle\_Time\_Analysis
- Master\_Production\_Schedule\_MPS

## 25. Productivity Excel Dashboards – 7 Documents & Template

- Energy And Power Management
- 12 Week Year Planner
- Objectives And Key Results (OKR)
- Burndown\_Chart v1\_0b
- DiFOT
- Learning Mapping
- Equipments Maintenance Management

## 26. Project Management Excel Dashboards – 8 Documents & Template

- Weekly\_Team\_Meeting\_v1\_0b
- Gap\_Analysis v1\_0b
- Kanban\_Template\_v1
- PDCA
- RACI\_Matrix v1\_0b
- Earned\_Value\_Analysis\_v1\_0b
- Event\_Planning\_and\_Management\_v1\_0b
- Gantt\_Chart

## 27. Sales Excel Dashboards – 4 Documents & Template

- CRM\_Template\_v1
- Customer\_Sales\_Transactions
- Daily\_Call\_Report\_v1\_0b
- Sales\_Tracking\_Template\_v1

## 28. Strategy & Management Excel Dashboards – 14 Documents & Template

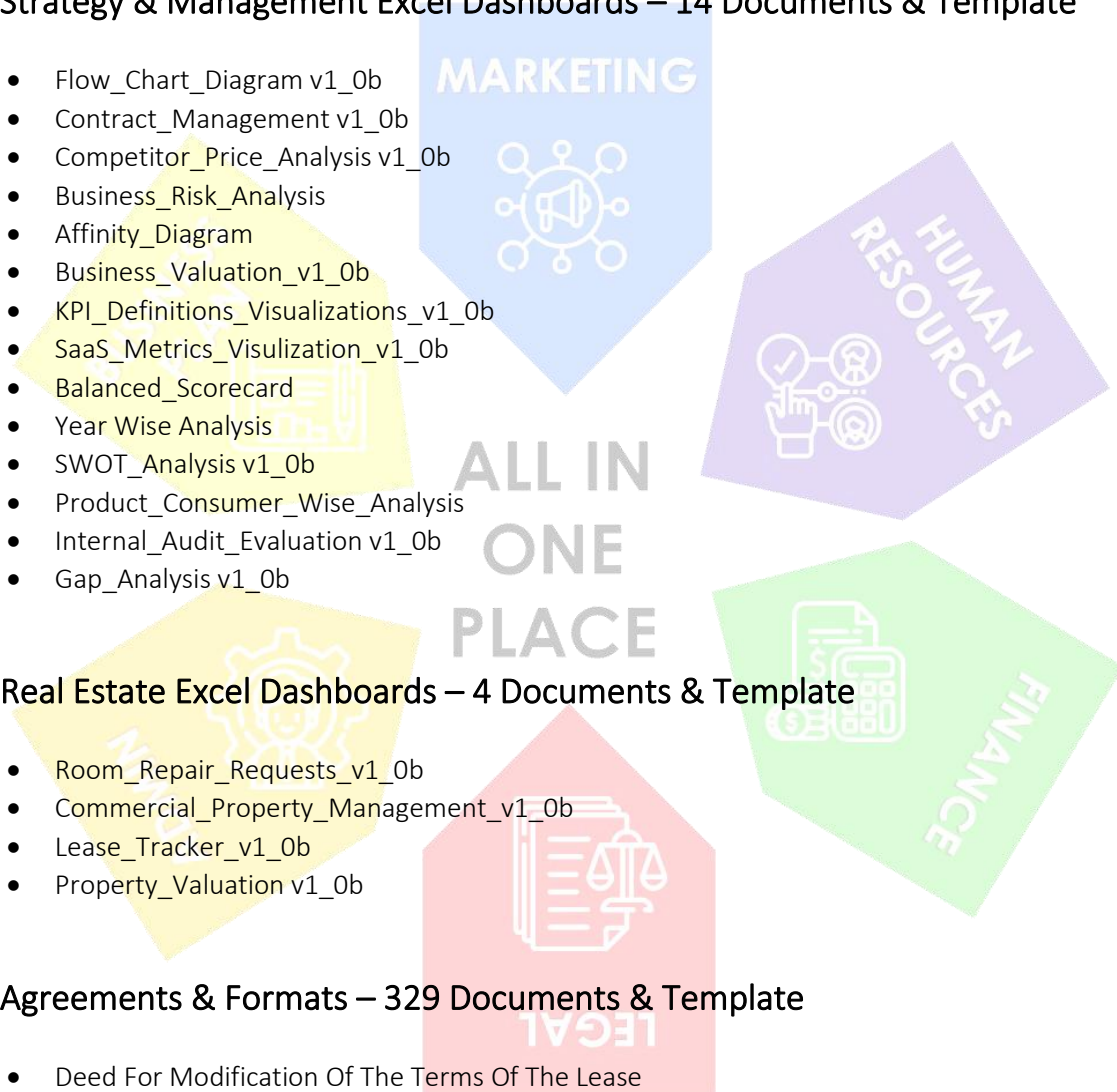
- Flow\_Chart\_Diagram v1\_0b
- Contract\_Management v1\_0b
- Competitor\_Price\_Analysis v1\_0b
- Business\_Risk\_Analysis
- Affinity\_Diagram
- Business\_Valuation\_v1\_0b
- KPI\_Definitions\_Visualizations\_v1\_0b
- SaaS\_Metrics\_Visulization\_v1\_0b
- Balanced\_Scorecard
- Year\_Wise\_Analysis
- SWOT\_Analysis v1\_0b
- Product\_Consumer\_Wise\_Analysis
- Internal\_Audit\_Evaluation v1\_0b
- Gap\_Analysis v1\_0b

## 29. Real Estate Excel Dashboards – 4 Documents & Template

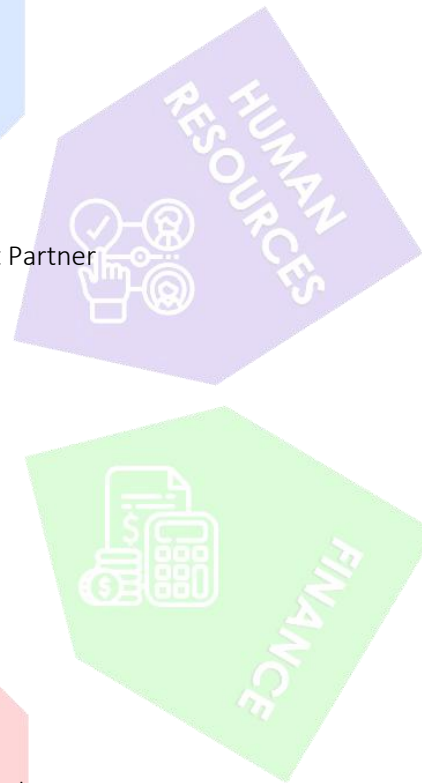
- Room\_Repair\_Requests\_v1\_0b
- Commercial\_Property\_Management\_v1\_0b
- Lease\_Tracker\_v1\_0b
- Property\_Valuation v1\_0b

## 30. Agreements & Formats – 329 Documents & Template

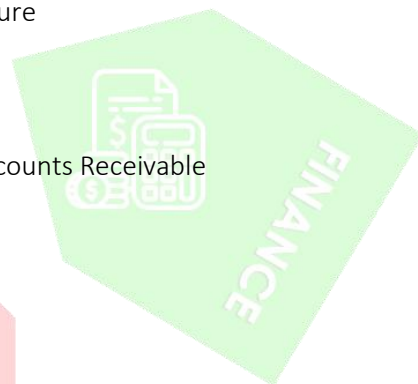
- Deed For Modification Of The Terms Of The Lease
- Freelance Contract
- Guaranty
- Letter-Of-Intent
- Motor Vehicle Conveyance
- Mutual Confidentiality Agreement
- Notice Of Rent Increase
- Partnership Business Agreement
- Personal Guaranty



- Property Management Agreement
- Resignation Letter
- Trademark Assignment Agreement
- Unilateral Liability Release
- Warning Notice For Attendance Issues
- Zero Tolerance Policy
- Exclusive Right To Sell Real Estate
- Contract For The Storage Of Goods
- Conditional Sale Agreement
- Appointment Letter Of Attorney
- Appointment Letter Of Chartered Accountant
- Appointment Of Statutory Auditor
- Authority Letters
- Consultant Non- Disclosureconfidentiality Agreement
- Letter Of Appointment For Executive Director
- Letter Of Appointment For Non-Executive Director
- Letter Of Appointment For Product Consultant
- Letter Of Appointment For Principal Contractor
- Letter Of Appointment For Marketplace Management Partner
- Letter Of Appointment For Marketing Agent
- Letter Of Appointment For Advertising Agency
- Letter Of Appointment For Architect
- Letter Of Appointment For Broker
- Letter Of Appointment For Business Partner
- Letter Of Appointment For C&F Agent
- Letter Of Appointment For Customer Support Partner
- Letter Of Appointment For Director
- Letter Of Appointment For Employment Agency
- Letter Of Appointment For Finance Consultant
- Letter Of Appointment For Franchisee Partner
- Letter Of Appointment For Freelancer
- Letter Of Appointment For Freight Partner
- Letter Of Appointment For Housekeeping Services Vendor
- Letter Of Appointment For Investment Manager
- Letter Of Appointment For Logistics Partner
- Letter Of Appointment For Manufacturing Partner
- Letter Of Appointment For Sole Selling Agent For Negotiating Contracts
- Letter Of Appointment For Sole Selling Agent
- Letter Of Appointment For Sub-Contractor
- Letter Of Appointment For Vendor
- Letter Of Appointment For Web Development Partner
- Letter Of Intent
- Mutual Non-Disclosure Agreement
- Non Competence And Non-Disclosure Agreement
- Reciprocal License Agreement



- Retainer Agreement
- Sales Contract Addendum
- Standard Joint Development Agreement
- Visitor Non-Disclosure Agreement
- Music License Agreement
- Mutual Cancellation Of Lease
- Employment Agency Agreement
- Video Clip License Agreement
- Strategic Alliance and Supply Agreement
- Agreement For Redemption of Preferred Shares
- Share Purchase Agreement Deemed Dividend
- IT Systems and HR Management Services Agreement
- Offer to Purchase Shares Agreement Venture Capital
- Offer to Purchase Shares Agreement
- IP Sale Agreement
- Asset Purchase Agreement For a Real Estate Property
- Commission Agreement
- Post-Employment Information Release Agreement
- Agreement of Purchase and Sale of Shares by Shareholder
- Technology Transfer Agreement
- Intercompany Transfer Agreement
- Freeware License Terms
- License Agreement Non-Exclusive License to Manufacture
- Exclusive Solicitation Sales Commission Agreement
- Amendment to That Certain Sales Contract
- Sales Agency Agreement With Trademarks Protection
- Agreement of Absolute Transfer and Assignment of Accounts Receivable
- Accountant Non-Disclosure Agreement
- Accounting Agreement
- Addendum To Agreement Of Sale
- Addendum To Rent Agreement
- Administrative Services Agreement
- Advertising Agency Agreement
- Advertising And Marketing Agreement
- Advertising Sales Representation Agreement
- Affidavit Of Identity
- Affidavit Of Service
- Affiliate Program Agreement
- Agreement Between Carrier And Shipper
- Agreement Between Independent Contractor And Service Provider
- Agreement Between Owner And Contractor
- Agreement For Chairman Of Board Of Directors
- Agreement For Outsourcing Call Center
- Agreement For Permission To Sublet
- Agreement Of Purchase And Sale Of Business Assets



ALL IN  
ONE  
PLACE



- Agreement Of Sale Of Immovable Property
- Agreement To Compromise Debt
- Agreement To Extend Debt Payment
- Agreement To Lease
- Application Of Zoning Variance
- Appointment Letter - Internal Auditor
- Appointment Letter For Non-Executive Independent Director
- Appointment Of Tax Auditor
- Arbitration Agreement
- Artist Agent Agreement
- Assets Purchase Agreement
- Assets Sale Agreement
- Assignment Of Accounts Receivable With Recourse
- Assignment Of Contract To Sell Real Estate
- Assignment Of Lease By Lessee With Consent Of Lessor
- Assignment Of Mortgage
- Assignment Of Share
- Assignment Of Real Estate Contract
- Assignment Of Sublease
- Beta Test Non-Disclosure Agreement
- Bill Of Sale (With Encumbrances)
- Booking Agreement
- Branch Manager Agreement
- Bulk Sale Contract
- Business Confidentiality Agreement
- Business Investment Agreement
- Business Operating Agreement
- Business Transfer Agreement
- Bylaws Of A Non-Profit Corporation
- Canteen Agreement
- Celebrity Non Disclosure Agreement
- Client - Contractor Agreement
- Checklist Website Hosting Agreement
- Client Confidentiality Agreement
- Co-Branding Agreement
- Co-Founders-Agreement
- Commercial Lease Agreement
- Commercial Pledge Equipment And Machinery
- Computer Rental Agreement
- Computer Services Agreement
- Confidential Agreement (Employment)
- Consultancy Agreement
- Consulting Agreement
- Continuing Guarantee
- Contract Of Sale Of Commercial Property Template



- Contractor Agreement
- Convertible Debenture Purchase Agreement
- Employee Offer Letter
- Intern-Offer-Letter Agreement
- Customer Confidentiality Agreement
- Data Purchase Agreement
- Dealership Contract
- Debenture Trust Deed
- Deed Of Trust
- Demand Note
- Development Agreement
- Distribution Agreement
- Employment Agreement
- Equipment And Leasehold Improvements Lease Agreement
- Equipment Lease Agreement
- Equipment License Agreement
- Equipment Purchase Agreement
- Equipment Sale Agreement
- Equipments Maintenance Agreement
- Escrow Agreement
- Event Vendor Agreement
- Eviction Notice
- Extension Of Lease
- Financing Agreement
- Forbearance Agreement
- Founder Agreement
- Franchise Agreement
- Freelance Contract Development
- Freelancer Contract
- Fundraising Agreement
- Furniture Agreement
- General Power Of Attorney
- Guaranty Of Lease
- Hr Service Level Agreement
- Hypothec On Movable
- Importer Agreement
- Instalment Payment Agreement
- Intellectual Property Sale Agreement
- Internal Service Level Agreement
- Interview Guide
- Investment Agreement
- Investment Banking Agreement
- It Agreement
- It Development Agreement
- It Systems



- Joint Marketing Agreement
- Joint Venture Agreement
- Lease Cancellation Agreement
- Letter Of Appointment For Merchant Banker
- Letter Of Appointment
- Letter Of Assignment Of Accounts Receivable With Non-Recourse
- Letter To Bank
- Licence Agreement
- Licence To Use Agreement
- License Agreement Exclusive And Non-Transferable\_Right
- License Agreement Install, Construct, Operate, Maintain
- License Agreement Non-Transferable And Non-Exclusive
- License Agreement Short Form
- License Agreement
- Limited Partnership Agreement
- Limited Power Of Attorney
- Line Of Credit Agreement
- Llc Operating Agreement
- Loan Agreement
- Logistics Services Contract
- Management Agreement
- Management Services Agreement
- Manufacturing Agreement
- Manufacturing And Distributing Agreement
- Marketing Agreement
- Marketing Service Agreement
- Master Franchise Agreement
- Master Services Agreement
- Memorandum Of Understanding
- Merchandise Agreement
- Merger Agreement
- Mobile Software Agreement
- Month To Month Lease Agreement
- Mortgage Note
- Mortgage
- Multi User License Agreement
- Multimedia Development And License Agreement
- Mutual Release
- Noc For Attending Workshop
- Noc For Double Shift
- Noc For Organizing Event
- Noc Letter Format For Studies
- Noc Letter Format For Department Change
- Noc For Visiting Abroad
- Noc For Personal Loan



- Noc For Part Time Job
- Noc For Tourist Vissa
- Noc
- Nondisclosure Agerement
- Note Purchase Agreement
- Offer To Purchase Real Estate Property
- Operating Agreement
- Option To Purchase
- Partnership Agreement
- Partnership Dissolution Agreement
- Partnership-Deed
- Patent License Agreement
- Product Distribution Agreement
- Product Supply Agreement
- Professional Services Agreement
- Project Management Agreement
- Promissory Note
- Revocation Of Power Of Attorney
- Sale Deed
- Purchasing Agent Agreement
- Real Estate Salesman Independent Contractor Agreement
- Sale Agreement
- Publishing Agreement
- Purchase Order
- Renovation Agreement
- Share Transfer Agreement
- Rental-Agreement-Sample-And-All-You-Need-To-Know-Google-Docs
- Restrictive Covenants For Employment Agreements Template
- Right Of First Refusal
- Sales Agency Agreement
- Sales Representative Agreement
- Security Installment Agreement
- Senior Advisor Agreement
- Settlement Agreement And Release Agreement
- Settlement Agreement
- Share Holder Agreement
- Share Purchase Agreement
- Share-Certificate
- Software Development And Publishing Agreement
- Software Distribution Agreement
- Software Maintenance Agreement
- Stock Purchase Agreement
- Stock Sales Agreement
- Stock Subscription Agreement
- Subcontract Agreement



- Subordination Agreement
- Supply Agreement
- Teaming Agreement
- Termination Of Lease Obligation
- Terms & Condition For Website
- Terms Of Service Agreement
- Trademark License Agreement
- Website Standard Terms And Conditions
- Annual Maintenance Contract
- Travel Services Agreement
- Unlimited Guaranty
- Vendor Agreement
- Warehouse Agreement
- Website Development Agreement
- Website Maintenance Agreement
- Website Non Disclosure Agreement
- Unlimited Power Of Attorney- what about laws and sections
- This Deed of Assignment
- Privacy Policy For It Company
- Fulfillment Services Agreement
- Exporter and Importer Agreement
- Non Poaching agreement
- Notice to client for not making payment (2)
- Mortgage Deed Format
- Memorandum of Deposit of Title Deeds
- Logistic Partner Agreement
- Investor Investing in Partnership Firm
- Interview NDA
- employee NDA
- general proforma for property search report and title verification - bank loan
- Corporate Quarantee - Delivery of Products
- IT Vendor Agreement
- Outsourcing Agreement
- Driver Employment Agreement
- Transfer Of Stock Certificate
- Warning Notice For Performance Issues
- Warning Notice For Misbehaviour On Specific Date-Occassion
- Warning Notice For General Behaviour Issues
- Revocable Proxy
- Noc Letter To Employee For Visa
- Noc Letter Format For Job Change
- Noc For Trainee Student From Company
- Noc For Employees To Work In Other Organization
- Noc For Credit Card





- Irrevocable Proxy
- Contract-Employee-Offer-Letter-Sample
- Assignment Of Money Due
- Affidavit Of Title
- Balloon Note
- Compromise Disputed Account Agreement

### 31. Business Bill and invoices – 41 Documents & Template

- Bill Of Ladings
- Car Sale Invoice
- Cake Invoice
- Carpenter Invoice
- Clinic Invoice
- Commercial Invoice Template
- Construction Invoice Template
- Consulting Invoice Template
- Contractor Invoice
- Dental Invoice
- Estimate Invoice
- Event Planning Invoice
- Freelance Invoice
- Furniture Invoice
- Hotel Invoice
- Hourly Invoice Template
- It Services Invoice
- Labour Invoice Template
- Landscaping Invoice
- Lease Invoice
- Legal Invoice Template
- Mechanic Invoice
- Medical Invoice
- Painting Invoice
- Performa Invoice
- Photography Invoice Template
- Purchase Invoice Template
- Purchase Order Template
- Sales Invoice Template
- Sample Timesheet Invoice Template
- Service Invoice Template
- Training Invoice Template
- Travel Invoice
- Vehicle Invoice Template
- Web Design Invoice Templates



- Advertising Invoice
- Invoice Templates
- Invoice Trackers
- Architect Invoice
- Attorney Invoice Template
- Artist Invoice

## 32. Business Board Resolutions – 31 Documents & Template

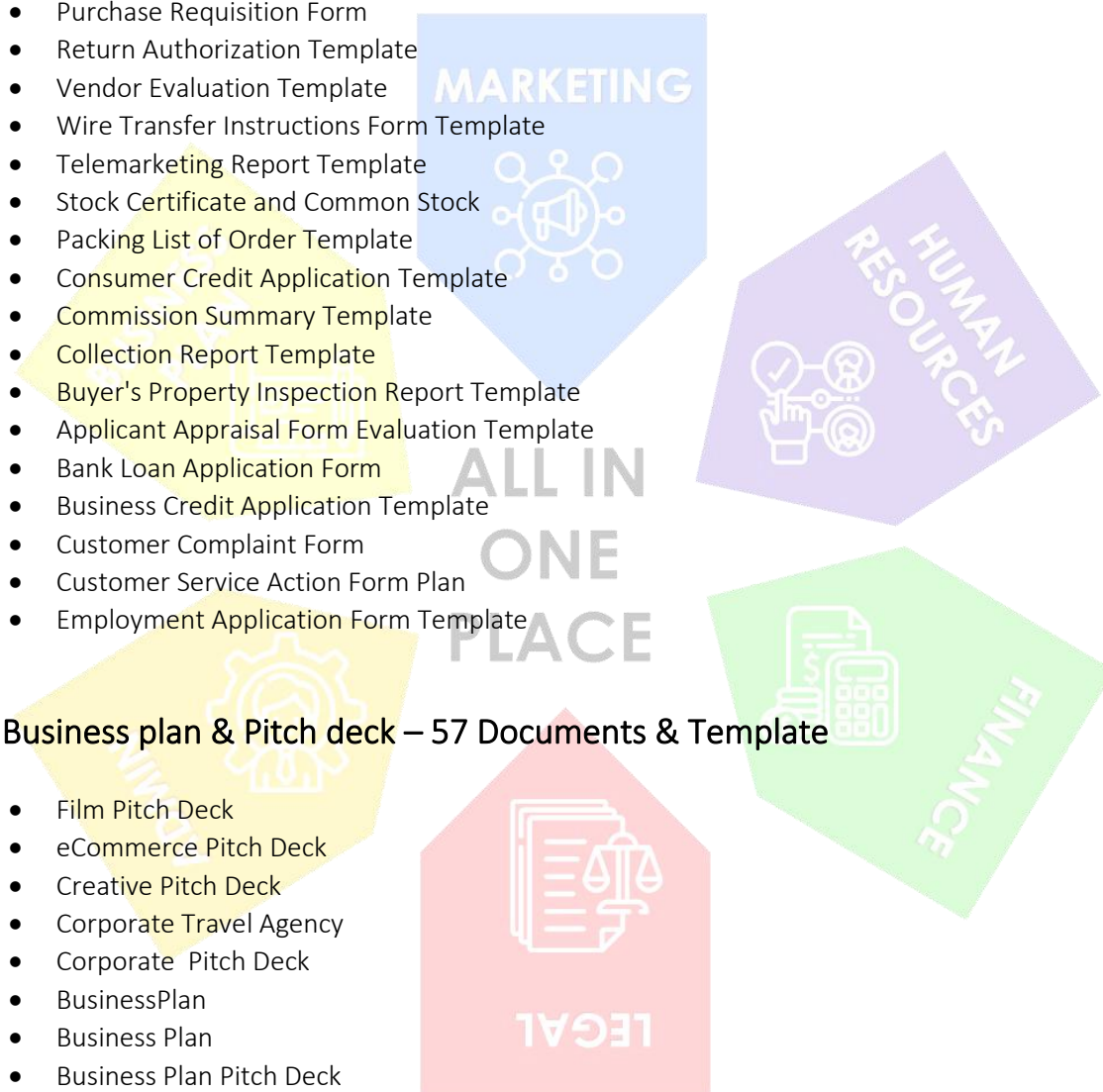
- Board Resolution Format For Giving Power Of Attorney
- Board Resolution For Voluntary Winding Up Of The Company
- Board Resolution For Opening Of A Company Bank Account
- Board Resolution For Entering Into An Agreement
- Board Resolution for Contract Award Approval
- Board Resolution For Closing Of A Bank Account
- Board Resolution For Change In Name Of The Company
- Board Resolution For Appointment Of Internal Auditor
- Board Resolution For Appointment Of Director Of The Company
- Board Resolution Approving Unanimous Shareholder Agreement
- Board Resolution Approving Purchase Of Shares Of [Name Of Company]
- Board Resolution Approving Negotiation With Company Name
- Board Resolution Approving Executive Authority
- Board Resolution Of Section 186 Of The Companies Act, 2013 (Loan And Investment By The Company)
- Memorandum Of Association
- Board Resolution To Authorize use of Company Credit Card in the name of Executive Director
- Board Resolution On Making Contribution To Political Parties
- Board Resolution Of [Your Company Name] Stock Option Grant Approval
- Board Resolution Of [Your Company Name] Approving Rights Offering
- Board Resolution Of [Your Company Name] To Provide A Loan
- Board Resolution Of [Your Company Name] Officer Appointment
- Board Resolution Of [Your Company Name] Employee Retirement Approval
- Board Resolution Of [Your Company Name] Authorising Asset Sales
- Board Resolution Of [Your Company Name] Amending The Signing Of Cheques
- Board Resolution Of [Your Company Name] Authorising A Cheque Approval Procedure
- Board Resolution Of [Your Company Name] Approving The Sale Of Shares
- Board Resolution Of [Your Company Name] Approving Subdivision Of Issued Shares
- Board Resolution Of [Your Company Name] Approving Declaration Of Final Dividend
- Board Resolution Of [Your Company Name] Approving Business Asset Acquisition
- Board Resolution Of [Your Company Name] Approving A Sale Agreement
- Board Resolution Of [Company] Authorising The President To Renew Employment Agreements

### 33. Business Forms – 19 Documents & Template

- Job Analysis Template
- Purchase Order
- Purchase Requisition Form
- Return Authorization Template
- Vendor Evaluation Template
- Wire Transfer Instructions Form Template
- Telemarketing Report Template
- Stock Certificate and Common Stock
- Packing List of Order Template
- Consumer Credit Application Template
- Commission Summary Template
- Collection Report Template
- Buyer's Property Inspection Report Template
- Applicant Appraisal Form Evaluation Template
- Bank Loan Application Form
- Business Credit Application Template
- Customer Complaint Form
- Customer Service Action Form Plan
- Employment Application Form Template

### 34. Business plan & Pitch deck – 57 Documents & Template

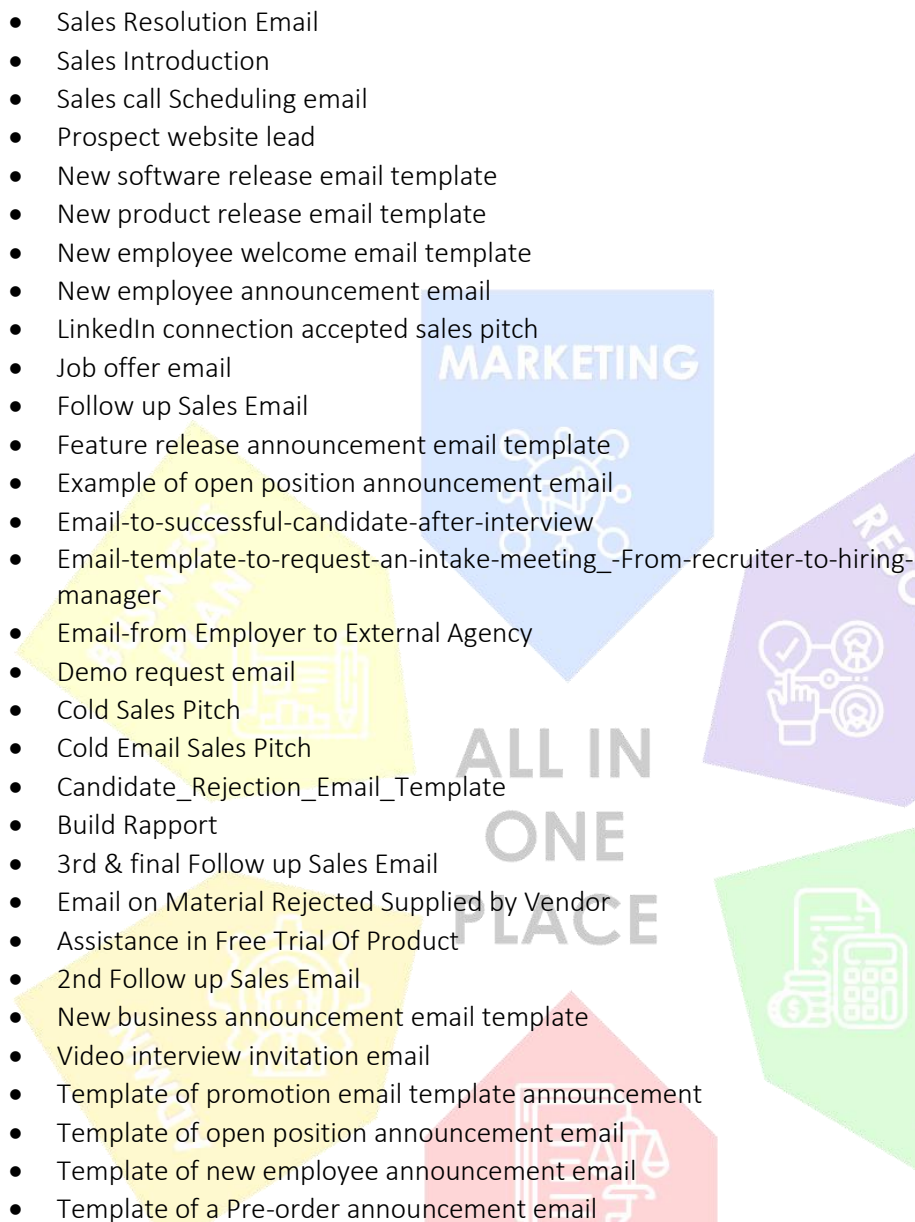
- Film Pitch Deck
- eCommerce Pitch Deck
- Creative Pitch Deck
- Corporate Travel Agency
- Corporate Pitch Deck
- BusinessPlan
- Business Plan
- Business Plan Pitch Deck
- App Pitch Deck
- Agency Pitch Deck
- Advertising-agency
- Advertising Pitch Deck
- Investor Pitch Deck
- 26 - Software Company Business Plan Templates
- 11 -Business Plan Guidelines
- 21 - Simple Construction Business Plan



- 20 - Database Software Business Plan
- 22 - IT Consulting Business Plan Template
- 19 - Computer Support Business Plan Template
- 23 - IT Security Business Plan Template
- 24 - Logistics Business Plan Template
- 25 - Modern Business Plan Template
- 27 - Software Sales Business Plan Template
- 28 - Software Testing Business Plan Template
- 29 - Web Design & Development Business Plan Template
- 1 - Accountancy Firm Business Plan Template
- 1 - Accountancy Firm Business Plan Template
- 2 - Business Consulting Business Plan
- 3 - Digital Marketing Business Plan Template
- 4 - HR Consulting Business Plan Template
- 5 - Interior Design Business Plan
- 6 - Manufacturing Business Plan Template
- 7 - Photography Marketing Plan Template
- 8 - Production Company Business Plan
- 9 - Quarterly Business Plan Template
- 10 - Realtor Business Plan
- 12 - Retail Business Plan Template
- 13 - T-Shirt Company Business Plan Template
- 14 - Tour Operator Business Plan
- 15 - Travel Agency Marketing Plan Template
- 16 - Website Design And Development Business Plan Template
- 17 - Wedding Photography Business Plan
- 18 - Youtube Marketing Plan Template
- Tech Startup Pitch Deck
- Startup Pitch Deck
- Sponsorship Pitch Deck
- Sales Pitch Deck
- Restaurant Pitch Deck
- Real Estate Pitch Deck
- Product Presentation
- pharmaceutical presentation
- Marketplace Pitch Deck
- Marketing presentation
- Marketing agenda
- Jewelry Presentation
- Fundraising Presentation
- Food Startup Pitch Deck



### 35. Business Email Formats – 31 Documents & Template

- 
- The background features a central graphic with the text "ALL IN ONE PLACE" in a large, bold, sans-serif font. Surrounding this text are four colorful, diamond-shaped icons representing different business functions: a blue icon for "MARKETING" (top-left), a purple icon for "HUMAN RESOURCES" (top-right), a green icon for "FINANCE" (bottom-right), and a red icon for "SALES" (bottom-left). Each icon contains a white line-art symbol related to its function. The list of email templates is overlaid on the left side of this graphic.
- Sales Resolution Email
  - Sales Introduction
  - Sales call Scheduling email
  - Prospect website lead
  - New software release email template
  - New product release email template
  - New employee welcome email template
  - New employee announcement email
  - LinkedIn connection accepted sales pitch
  - Job offer email
  - Follow up Sales Email
  - Feature release announcement email template
  - Example of open position announcement email
  - Email-to-successful-candidate-after-interview
  - Email-template-to-request-an-intake-meeting\_-From-recruiter-to-hiring-manager
  - Email-from Employer to External Agency
  - Demo request email
  - Cold Sales Pitch
  - Cold Email Sales Pitch
  - Candidate\_Rejection\_Email\_Template
  - Build Rapport
  - 3rd & final Follow up Sales Email
  - Email on Material Rejected Supplied by Vendor
  - Assistance in Free Trial Of Product
  - 2nd Follow up Sales Email
  - New business announcement email template
  - Video interview invitation email
  - Template of promotion email template announcement
  - Template of open position announcement email
  - Template of new employee announcement email
  - Template of a Pre-order announcement email

### 36. Business Letters – 63 Documents & Template

- Apology Letter To A Colleague
- Apology Letter For Poor Customer Service
- Apology Letter For A Mistake
- Apology For Invoice Error
- Apology For Delayed Response
- Apology For Defective Product
- Apology And Tender Of Compensation
- Advertising Sales Letter



- Apology For Accounting Errors And Past Due Notice
- Apology For Missing Appointment
- Apology Letter For Inconvenience
- Apology Letter For Late Coming To Work
- Apology Letter For Late Delivery
- Apology Letter For Mistake In Work
- Apology Letter For Mistake To Client
- Apology Letter To A Client
- Business Apology Letter For Inconvenience
- Business Apology Letter For Miscommunication
- Cancellation Of Unfulfilled Order
- Checklist Investigating Complaints Of Harassment – Hr
- Complaint Letter Against Employee
- Complaint Letter To Hr
- Customer Complaint Acknowledgement Letter
- Customer Complaint Letter
- Email To Vendor To Cancel Order
- Encouragement To Increase Sales
- Exclusive Right To Sell
- Expiration Of Service Contract
- Formal Complaint Letter About Manager
- Friendly Apology For Late Payment
- Letter Announcing New Service
- Letter Of Authorization To Negotiate
- Letter Of Authorization
- Letter Of Understanding Regarding Terms Of Proposed Contract
- Order Acknowledgement Letter
- Order Letter In Business Communication
- Parts Arrival Notification
- Personal Apology Letter For Misunderstanding
- Product Sales Proposal Letter
- Purchase Order Cancellation Letter (2)
- Purchase Order Cancellation Letter
- Purchase Order Letter
- Refusal Letters
- Response Letter To A Complaint
- Sale On Approval Acknowledgement
- Sample Complaint Letter For Poor Customer Service
- Settlement Of Disputed Amount Buyer
- Warning Letter To Employee For Customer Complaint
- Welcome Letter From Landlord Society
- Wondering Why You Stopped Purchasing From Us
- Acknowledged Receipt Of Goods
- Apology For Overshipment
- Sale On Consignment Acknowledgement Letter



- Return Authorization Letter
- Request For Repair Of Enclosed Merchandise
- Request For Proposal
- Letter To Confirm Verbal Order
- Demand Of Delivery
- Charge Back Application Of Discount On Delayed Shipment
- Apology Letter For Demand Of Goods
- Apology Letter To Employee
- Apology Letter To Boss
- Apology Letter To A Customer

### 37. Business Marketing – 108 Documents & Template

- Email Marketing Strategy Template
- How To Advertise On LinkedIn
- Marketing-Plan-Outline
- Marketing-Strategy-Template
- Organic Marketing
- Setup Your Facebook Account
- Social-Media-Strategy-Template
- Types Of Facebook Ads
- 2025 Social Media Posting Calendar
- Cold Email Marketing Course
- Email\_Marketing\_Planning\_2025
- Email\_Campaign\_Management v1\_0b\_2025
- 100+ Common Email Spam Trigger Words and Phrases to Avoid
- How To Get a Reply Rate to Your Sales Emails
- How to Create Customer Profile For B2B Lead Generation
- Cold Email Hacks
- Case Study
- Sales Script
- Comparison Chart
- Sales Battle Card
- Email Subject Lines - Templates
- Email body - Templates
- Follow up messages - Templates
- CUSTOMER NURTURING
- Prospecting - Google Template File
- Prospecting Template Swipe File
- Cold Emailing - Split Testing Template
- Cold Email Templates That Work
- WELCOME SERIES
- LEAD NURTURING
- WEEKLY NEWSLETTERS



- IP REPUTATION BOOSTERS
- 15 Sales Email Templates FINAL\_compressed
- 104 Broadcast Email Templates FINAL v2\_compressed
- 50 Power Words That Trigger Emotion
- 104 Broadcast Email Ideas Cheat Sheet
- 250 Proven Email Subject Lines Final
- 4-Weeks Sales Onboarding Schedule
- Service ad road map
- Physical store ad road map
- Ecommerce ad road map
- digital product ad road map
- Advertising Plan Template
- 18 Tips on How to Write Effective Text Ads
- Technical SEO Checklist
- On-Page SEO Checklist
- seo-cheat-sheet for web developer
- Off-Page SEO Checklist
- Content optimising checklist
- Content optimising checklist
- Follow Ratio
- LinkedIn Engagement Rate Calculator
- Facebook Engagement Rate Calculator
- Rough
- Youtube cost per result formula
- Twitter Engagement Rate Calculator
- Instagram Engagement Rate Calculator
- Social media Calculator
- Facebook Cost per result
- Viralmeter
- Facebook page management tool
- social media content Planner
- pinterest marketing Planner
- Instagram Marketing Planner
- Yearly Social Media Planner Template A4
- Buyer Persona explained
- Buyer-persona-generator
- Social media Checklist
- Pinterest for marketing
- 25 Ways to Use Twitter for Marketing
- How to Have the Best Sales LinkedIn Profile in Your Industry
- 80 Connect Influencer
- 70 Strategies to Increase Productivity checklist
- 70 positive thinking tweets checklist
- 50 Success Mindset checklist
- 50 reinvest



- 50 procrastination
- 50 organization
- 50 focus and productivity tweets
- 30 time management
- Social Media Style Guide Template
- Social Media Marketing - Report Template
- Social Media Goals Brainstorming Template
- Social Media Campaign Proposal Template
- Design Style Guide
- Voice and Tone Social Media Brainstorming Document
- Social Media Competitive Analysis Template
- Instagram Marketing Strategy Template
- Blank Editorial Calendar
- Weekly Content Marketing Journal
- Daily Content Planner
- Bonus 2 - Social Media Management Checklist
- Planned Social media Posts 220
- Bonus 3 - 101 Social Media Post Templates
- Bonus 4 - Best & Worst Time to Post on Social Media
- Bonus 5 - 21 Ideas for More Engagement - Checklist
- Bonus 6 - Content Topic Brainstorming Worksheet
- Bonus - Curated Content
- Bonus - 590+ Global Observance Days
- Bonus - All India Regional Festivals, Holidays & Observances
- Content Marketing Strategy
- Reason To Advertise On Facebook
- Set Up Your First Facebook Add
- Facebook Add Performance Creative
- Social Media Calendar Template
- Annual Marketing Budget Template
- Customer Persona Template
- Email Marketing Planner

### 38. Business MediaKits – 31 Documents & Template

- 2 Page Media Kit Template A4
- Company Media Kit Template US
- Photographer influencer Media Kit Template A4
- Youtube Media Kit Template A4
- Product Media kit template A4
- Travel Media Kit Template A4
- Startup Media Kit Template A4
- Small Business Media Kit Template A4
- Restaurant Business Media Kit Template

- Marketing Media Kit Template A4
- Franchise Business Media Kit 1
- Fashion Media Kit Template A4
- Event Media Kit
- Education Trifold
- Business Media Kit Template'
- Insurance Business Media Kit Template
- Contacting Media Kit
- Blog Media Kit
- Company Media Kit
- Free Product Media Kit Template
- Magazine Media Kit Template
- Professional Media Kit Template
- Free Digital Advertising Media Kit Template
- Social Media Pitch Deck
- Author Media kit Template A4 P1 &P2 A4
- Creative Media Kit Template A4
- Sponsorship Media Kit Template A4
- Minimalist Media Kit Template Page 1&2 A4
- Photographer Media Kit Template Front and Back A4
- One Page Media Kit Template A4
- Simple Media Kit Template Page A4

### 39. Business MIS – 36 Documents & Template

- Expense Tracker
- Cash Flow Statement
- Asset Tracker
- Petty Cash Report
- Hiring Analytics
- SaaS Metrics
- Marketing Metrics
- Gantt Chart
- Logistics Spend Per Project Report
- Restaurant Annual Budget Template
- Price Quotation 2
- Price Quotation
- Monthly Budget Worksheet
- Monthly Income Spreadsheet
- Cashflow Forecast Monthly (Word, Excel)
- Work Estimate 5
- Weekly Cashflow Worksheet
- Standard Purchase Order
- Lead Tracking Excel Template





- Balance Sheet Monthly
- Weekly Sales Report Template
- Sample Payroll Timesheet
- Sample Audit Report
- Monthly Sales Report Template
- Monthly Marketing Report
- Monthly Expense Report Template
- Job Handover Report
- Interview Score Sheet Template
- Goal Setting Worksheet Template
- Employee Timesheet
- Daily Sales Report Template
- Company Attendance Sheet Template
- Business Annual Report Template
- Blank SOP Template
- Billing Invoice Spreadsheet
- Attendance Sheet Template

#### 40. Business Notices – 34 Documents & Template

- Notice Of Rejection Of Goods
- Notice Of Dispatch
- Notice Of Bulk Transfer
- Notice Of Back Ordered Item
- Notice For Dues Recovery
- Litigation Hold Notice Letter
- Breach Of Lease
- Final Notice Of Impending Litigation
- Sample Notice Of Rescission Letter
- Nonpayment Notice To Quit
- Final Notice Before Legal Action
- Notice For Foreclosure Of Property
- Notice By Landlord To Tenant For Demand Of Possession Of House After Expiry Of Lease Period
- Notice Of Dissolution Of Partnership
- Notice Of Intent To Exercise Warehouse Lien By Auction
- Notice Of Sale Of Pledged Goods
- Notice To Pay Rent
- Notice To Stop Goods In Transit
- Sales & Events Consultant Contracts
- Notice by Tenant to Determine Lease
- Notice By Lessor To Lessee To Quit For Non Payment Of Rent
- Notice By Purchaser for Specific Performance in Agreement



- Notice to Owner of Adjacent Property to not Construct Anything That May Invade Privacy
- Notice Of Determination Of Lease For Breach Of Covenants Contained In The Lease Deed
- Notice Of Assignment By Assignee
- Notice for Suit under Section 80 of CPC
- Notice by Vendor to Complete Purchase of Immovable Property
- Notice About The Employee, Who Has Ceased To Be In Employment
- Waiver Of Notice Of Special Meeting
- Notice To Exercise Lease Option
- Notice To Debtor To Pay Debt
- Notice Of Return Of Goods Form
- Notice Of Rent Increase
- Notice Of Rejection Of Non-Confirming Goods

#### 41. Business Quotation Formats – 27 Documents & Template

- Product Quotation Template
- Price\_Quotation\_A4
- Machinery Purchase Quotation
- It Consulting Quotation
- Interior Design Quotation
- Event Photography Quotation Template
- Graphic Design Quotation
- Electronic Repair Quotation
- Contractor Quotation Template
- Commercial Cleaning Quotation Template
- Catering Quotation
- Business Quotation
- Business Proposal Quotation Template
- Builders Quotation
- Branding Quotation
- Auto Repair Quotation Template
- Bill of Quantities For Interior Works
- Audit Quotation Template
- Sale Quotation
- Web Project Quotation
- Training Course Quotation
- Software Quotation
- Small Business Quotation Template
- Security Services Quotation Template
- Sample Network Quotation
- Purchase Quotation
- Project Management Quotation Template



## 42. Business Surveys – 37 Documents & Template

- Announcement - Survey Rollout
- Workplace Evaluation Survey Template
- Training Evaluation Survey Template
- Team Performance Template
- Safety Culture Survey
- Restaurant Employee Survey
- Recruiting Satisfaction Survey Template
- post training survey
- Parent survey template
- New Employee Orientation Survey
- Management Performance Survey
- Student questionnaire template
- Sample Restaurant Survey
- Restaurant Survey Questionnaire
- Restaurant Customer Service Survey
- Restaurant Customer Expectations Survey
- Real estate client survey
- Product Survey
- Patient Satisfaction Survey Template
- Meeting Survey Template
- Market Survey Template
- Job Satisfaction Survey
- Customer Feedback Survey
- Business survey
- Basic survey questionnaire
- Feedback Survey Template
- Exit Interview Survey Template
- Employee Resignation Survey
- Employee Onboarding Survey Template
- Employee Motivation Survey
- Employee Feedback Survey for Manager Template A4
- Employee Engagement Survey
- Employee Engagement Survey Template
- Employee Benefits Survey Template
- Compensation Survey
- Blank survey template
- Annual Evaluation Form



## 43 - 57. All HR Related Documents and Templates

- Bereavement Leave Policy
- Bring Your Own Device Policy
- Cash-Handling Policy
- Child Labor Policy
- Child Labour- Government Policy
- Company Cell Phone Policy
- Company Data Protection Policy
- Computer Use Policy
- Conflict Of Interest Policy
- Contractor Policy
- Corporate Compliance Policy
- Corporate Social Responsibility Policy
- Cross Department Policy
- Cyber Security Policy
- Department Transfer Policy
- Disciplinary-Action-Company-Policy
- Diversity Policy
- Document & Data Retention And Destruction Policy
- Dress Code Policy
- Drug Testing Policy
- Employee Attendance Policy
- Employee Cell Phone Policy
- Employee Code Of Conduct Policy
- Employee Confidentiality Policy
- Employee Exit Interview Policy
- Employee Expense Reimbursement Policy
- Employee-Internet And Email Policy
- Employee Laptop Policy
- Employee Probationary Period Policy
- Employee Recruitment And Selection Policy
- Employee Referral Policy
- Employee Relationships In The Workplace Policy
- Employee Remote Work Policy
- Employee Smoking Policy
- Employee Temporary Layoff Policy
- Environmental Policy
- Equal Employment Opportunity Policy
- Ethics Policy
- Gift Policy
- Grievance Policy
- Hiring Policy
- Hiv Aids In The Workplace Policy
- Holiday Policy
- Information Technology Security Policy



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- Internal Hiring Process Policy
- Internal Job Posting Policy
- International Travel Policy
- Job Rotation Policy
- Late Coming Policy
- Leave Policy
- Local Travel Policy
- Maternity Leave Policy
- Overtime Policy
- Paper Reduction Policy
- Paper Usage Policy
- Paternity Leave Policy
- Payroll Advance Policy
- Performance Appraisal And Salary Review Policy
- Pets In The Workplace Company Policy
- Prevention Of Sexual Harassment At Workplace Policy
- Punctuality Guidelines And Policy
- Record Maintenance And Confidentiality Policy
- Reward And Recognition Policy
- Sabbatical Policy
- Separation Of Employment Policy
- Social Media Policy
- Staff Colony Policy
- Telecommuting Policy
- Vehicle Policy
- Violence At Workplace Policy
- Whistle Blower Policy
- Work From Home Policy
- Workplace Health And Safety Policy



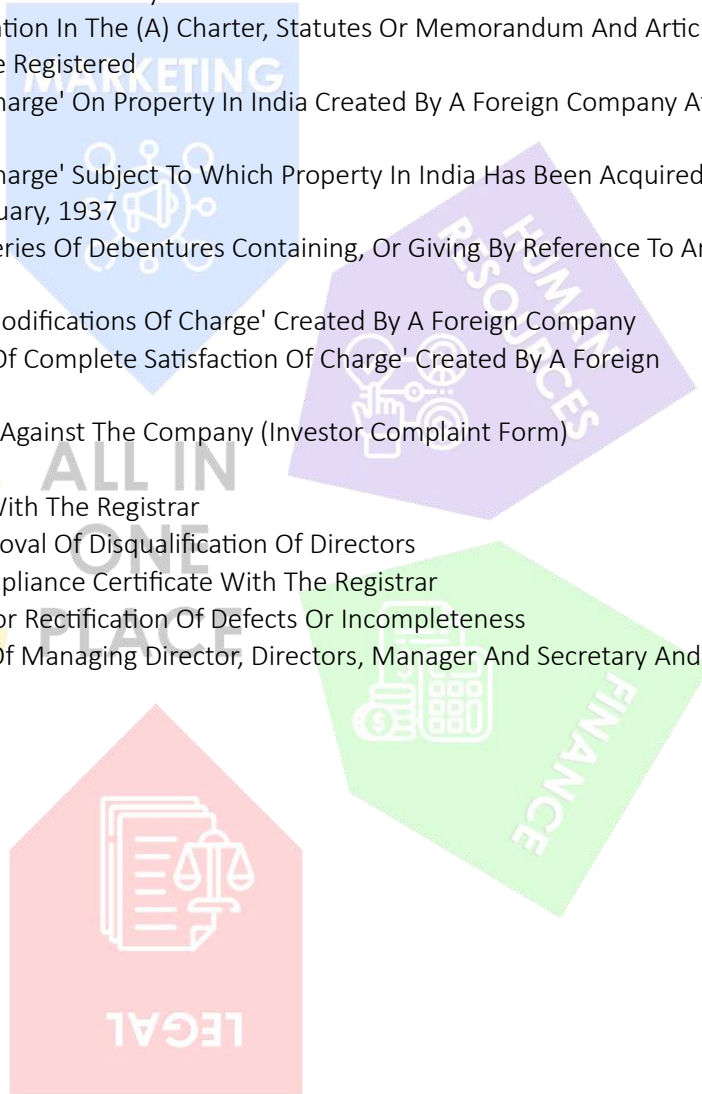
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- Hr Policy Flowchart
- Employee Handbook
- Alcohol And Drug Policy
- Anti- Bullying Policy
- Anti- Fraud Policy
- Anti- Theft Policy
- Anti-Bribery & Anti-Corruption Policy
- Anti-Discrimination Policy
- Assest Policy
- 1- Form No. 1 Declaration Of Compliance With The Requirements Of The Companies Act, 1956 On Application For Registration Of A Company
- 2- Form No. 1A Application Form For Availability Or Change Of Names
- 3- Form No. 1Aa Particulars Of Person(S)Director(S)Chargedspecified For The Purpose Of Clause (F)(G) Of Section 5
- 4- Form No. 1Ab Consent Of The Person Charged By The Board With The Responsibility Of Complying With The Provisions Of The Act



- 5- Form No. 1A Particulars Of Person(S) Director(S) Charged specified For The Purpose Of Clause (F)(G) Of Section 5
- 6- Form No. 1B Application For The Approval Of The Central Government For Conversion Of A Public Company Into A Private Company
- 7- Form No. 2 Return On Allotments
- 8- Form No. 2A Companies Act, 1956 Memorandum Containing Salient Features Of Prospectus [See Section 56(3)]
- 9- Form No. 3 Particulars Of Contract Relating To Shares [Pursuant To Section 75(2)]
- Business Toolkit
- 12- Form No. 7B Share Transfer Form [Pursuant To Section 108(la)1]
- 14- Form 7C Application For Extension Of Time Under Section 108(1D) [Pursuant To Section 108(1D)]
- 15- Form No. 7D (See Rule 5B) Form Of Application For Approval Of The Central Government For Acquisition Of Shares
- 17- Form No. 8 Modification Of Charges
- 18- Form No. 10 Particulars Of A Series Of Debentures, Containing Or Giving By Reference To Any Other Instruments
- 19- Form No. 12 Chronological Index Of Charges [Pursuant To Section 131]
- 20- Form No. 13. Register Of Charges
- 21- Form No. 15 Notice Of Appointment Of Receiver Or Manager
- 22- Form No. 16 Notice To Be Given By Receivermanager On Ceasing To Act As Such
- 23- Form No. 17 Memorandum Of Complete Satisfaction Of Charge
- 30- Form No. 22 Statutory Report
- 31- Form No. 22A Consent Of Shareholder For Shorter Notice
- 34- Form No. 23Aa Notice Of Address At Which Books Of Accounts Are Maintained
- 36- Form No. 23B Notice By Auditor
- 38- Form No. 24. Form Of Application To Central Government For Increasing The Number Of Directors Of Company
- 40- Form No. 24Aa Notice By The Interested Director [Pursuant To Section 299]
- 43- Form No. 25B Form Of Application To The Central Government For Approval To Amendment Of Provisions
- 44- Form No. 25C Return Of Appointment Of Managing Directorwhole-Time Directormanager
- 45- Form No. 26 Form Of Application To The Central Government For Increasing The Remuneration Of Managingwhole-Time Directormanager
- 46- Form No 29 Consent To Act As Director Of A Company Andor Undertaking To Take And Pay For Qualification Shares
- 48- Form No. 34 Register Of Directors, Managing Director ,Manager And Secretary, Etc. [Pursuant To Section 306]
- 50- Form No. 34B Form Of Application To The Central Government For Purchase By Companies Of Shares Of Other Companies
- 51- Form No. 35 Notice To Dissenting Shareholders
- 52- Form No. 35A Information To Be Furnished In Relation To Any Offer Of A Scheme Or Contract Involving The Transfer Of Shares
- 53- Form No. 35A Information To Be Furnished In Relation To Any Offer Of A Scheme Or Contract Involving The Transfer Of Shares
- 54- Form 36 Receiver'S Or Manager'S Abstract Of Receipts And Payments

- 55- Form No. 37 Application By An Existing Joint Stock Company For Registration As A Limitedan Unlimited Company
- 56- Form No. 38 Application By An Existing Company (Not Being A Joint Stock Company) For Registration As A Limitedan Unlimited Company
- 57- Form No. 39 Registration' Of An Existing Company List Of Members
- 58- Form No. 40 Registration Of An Existing Company As A Limited Company Statement Specifying Certain Particulars
- 59- Form No. 41 Registration Of An Existing Company As A Limited Company Copy Of Resolution Assenting To Registration With Limited Liability
- 62- Form No. 49 Return Of Alteration In The (A) Charter, Statutes Or Memorandum And Articles Of Association (B) Address Of The Registered
- 64- Form No. 55 Particulars Of Charge' On Property In India Created By A Foreign Company After The 15Th January, 1937
- 65- Form No. 56 Particulars Of Charge' Subject To Which Property In India Has Been Acquired By A Foreign Company After 15Th January, 1937
- 67- Form No. 58 Particulars Of Series Of Debentures Containing, Or Giving By Reference To Any Other Instrument
- 68- Form No. 59 Particulars Of Modifications Of Charge' Created By A Foreign Company
- 69- Form No. 60 Memorandum Of Complete Satisfaction Of Charge' Created By A Foreign Company
- 70- Form For Filing Complaint(S) Against The Company (Investor Complaint Form)
- 71- Report By A Public Company
- 72- Form Of Return To Be Filed With The Registrar
- 73- Form Of Application For Removal Of Disqualification Of Directors
- 74- Form For Submission Of Compliance Certificate With The Registrar
- 75- Form For Filing Addendum For Rectification Of Defects Or Incompleteness
- 76- Particulars Of Appointment Of Managing Director, Directors, Manager And Secretary And The Changes Among Them
- 5- Ctc Calculator.Xlsx
- 6- Gratuity Calculator.Xlsx
- 7- Hr Department Budget.Xlsx
- 8- Hr Payroll Roadmap
- 9- Hr Trainging Budget.Xlsx
- 10- Increment Calculation.Xls
- 11- Salary Calculator.Xlsx
- 12- Tds Calculator.Xlsx
- 1- Bonus Calculation
- 2- Corporate Salary Slip.Xlsx
- 3- Esop-Scheme
- 4- Itr Declaration.Xls
- Company Policies Checklist For New Hires
- Employee Induction Checklist
- Employee Induction.Doc
- Hr Checklist For Startups
- Job Offer Email
- Joining Bonus Letter With Retention Clause



- New Employee Announcement Email
- New Employee Welcome Email Template
- New Hire Checklist Template
- Onboarding Checklist.Doc
- Welcoming New Employee.Pptx
- 03- Mentorship Program
- 04- Hr Employee Experience Roadmap
- 01- Employee Of The Month Policy
- 02- Engagement Plan.Doc
- 8- Employee Attrition Report.Xlsx
- 9- Hr Resignation Process Flowchart
- 10- Job Transfer With Promotion & Role Change
- 1- Exit Process.Doc
- 2- Leaving Formalities.Doc
- 3- Exit Interview Format.Doc
- 4- Relieving Letter.Doc
- 6- Full-N-Final Settlement Calculator.Xls
- 7- Employee Clearance Form.Xls
- Hr Strategy Roadmap
- Salary Calculator.Xlsx
  - Manpower Requisition.Doc
  - Job Description Template.Doc
- 3- Recruitment Tracker.Xls
- 4- Interview Guide.Doc
- 5- Candidate Evaluation Form.Doc
- 6- Candidate Evaluation Sheet.Xls
- 7- Reference Check Guide
- 8- Offer Letter.Doc
- 9-Employment Agreement.Doc
- Hr Hiring Process Flowchart
- 17- Festive Letter- Independence- Republic Day.Doc
- 18- Festive Letter- Christmas.Doc
- 19- Festive Letter- Eid.Doc
- 20- Festive Letter- Holi.Doc
- 21- Follow Up Letter.Doc
- 22- Granting Permission Letter.Doc
- 23- Hr Audit Checklist.Xlsx
- 24- Incident Report.Doc
- 25- Inter-Department Transfer Letter.Doc
- 26- Job Transfer Letter With Role Change No Promotion
- 27- Letter Commending An Employee For Handling An Emergency Situation.Doc
- 28- Letter For Confirmation Of Exting Employee
- 29- Letter For Sign Up For Voluntary Service.Doc
- 30- Letter Inviting Employee To Investigatory Interview
- 31- Letter Of Appointment
- 32- Letter Suspending Employee Pending Disciplinary Investigation



- 33- Letter To Colleges For Internship
- 34- Letter To Employee Confirming Outcome Of Disciplinary Appeal Hearing
- 35- Letter To Employee Confirming Outcome Of Disciplinary Hearing – Dismissal
- 36- Letter To Employee Confirming Outcome Of Disciplinary Hearing – First Or Final Written Warning
- 37- Letter To Employee Confirming Outcome Of Disciplinary Hearing – Summary Dismissal For Gross Misconduct
- 38- Letter To Employee Inviting Them To Disciplinary Appeal Hearing
- 39- Letter To File Mediclaim.Doc
- 40- Letter To Invite Employee To Disciplinary Hearing
- 41- Meeting Rescheduled Letter.Doc
- 42- Promotion Letter.Doc
- 43- Query Letter To Employee.Doc
- 44- Quotation Approval Letter.Doc
- 45- Quotation Negotiation Letter.Doc
- 46- Quotation Rejection Letter.Doc
- 47- Quotation Request Letter.Doc
- 48- Recommendation Letter For Scholarship From Employer.Doc
- 49- Request For Background Verification.Doc
- 50- Response To Labour Officer
- 51- Response To The Bank Reference Letter.Doc
- 52- Shift Change Letter.Doc
- 53- Tds Defaulter Letter
- 54- Termination Letter- Excessive Absenteeism.Doc
- 55- Termination Letter- Substance Abuse.Doc
- 56- Termination Of Employment Letter Serious Misconduct
- 57- Termination On Account Of Financial Fraud.Doc
- 58- Thank You Letter For Award Nomination.Doc
- 59- Thank You Letter For The Award Received.Doc
- 60- Work Anniversary Letter.Doc
- 1- Background Checks Response Letter.Doc
- 2- Birthday Wish Letter.Doc
- 3- Bonus Announcement Letter.Doc
- 4- Branch Transfer Letter To Employee.Doc
- 5- Breach Of Employment Letter.Doc
- 6- Condolence Letter To Business Associates, Clients, Vendors, Etc.Doc
- 7- Condolence To Coworker.Doc
- 8- Contract Termination Letter.Doc
- 9- Critical Employee Talent Pool
- 10- Demotion Letter.Doc
- 11- Educational Reference Check.Doc
- 12- Employee Recognition Letter.Doc
- 13- Employee Retention Bonus Agreement
- 14- Farewell Letter.Doc
- 15- Festival Bonus Letter With Neccessary Clauses
- 16- Festival Letter- Diwali.Doc



- Performance Management Process
- Performance Review.Xls
- Performance Warning Letter.Doc
- Employee Performance Review
- Employee Performance Tracker.Xlsx
- Hr Analytics Roadmap
- Hr Workforce Planning Roadmap
- Kra.Xlsx
- Performance Appraisal Letter.Doc
- Performance Development Plan Template
- Performance Improvement Plan.Doc
- 01- 10 Types Of Reward And Recognition
- 02- Star Employee Nomination Form.Doc
- Interview Questions
- Job Interview Templates
- Job Offer Templates
- Referral Templates
- Rejection Templates
- Sourcing Templates
- Training Needs Analysis Report
- Business Communication- Session A- New.Pptx
- Business Communication- Session B- New.Pptx
- Business Communication- Session C- New.Pptx
- Email Etiquettes
- Hr Training Program- New.Pptx
- Moon Landing Activity.Doc
- Selling Skills Training.Pptx
- Team\_Workshop.Ppt
- Teamwork Training.Pptx
- Telephone Etiquettes
- The 7 Cs Of Communication
- Time Management Training.Pptx
- Training & Development Plan
- Training Announcement
- Training Calendar Template
- Training Cost Analysis Template
- Training Gap Analysis
- 9- Form 16- Accident Report From Employer
- 10- Form 17- Dependents' Or Funeral Benefit
- 11- Form 18- Dependents' Benefit
- 12- Form 18 A- Dependents' Benefit- Claim For Periodical Payments
- 13- Form 19- Maternity Benefit- Notice Of Pregnancy
- 14- Form 1A- Family Declaration Form
- 15- Form 1B- Changes In Family Declaration Form
- 16- Form 20- Maternity Benefit- Certificate Of Pregnancy
- 17- Form 21- Maternity Benefit- Certificate Of Expected Confinement





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- 18- Form 22- Claim For Maternity Benefit
  - 19- Form 6- Return Of Contributions
  - 20- Form A Form For Recording The Result Of Medical Examination Of Children Attending Creches
  - 21- Form A [Rule 16(1)] [ Inserted Vide Child Labour (Prohibition And Regulation) Rules, 1988 ]
  - 22- Form A (See Rule 4(1)) Computation Of The Allocable Surplus Under Section 2(4) [Inserted Vide Payment Of Bonus Rules, 1975]
  - 24- Form A Complaint Under Clause 7(1)(A) Of The Equal Remuneration Act, 1976 [Rule 3(1)] [ Inserted Vide Equal Remuneration Rules 1976 ]
  - 25- Form A Form Of Individual Application [See Sub-Section (2) Of Section 15 Of The Payment Of Wages Act]
  - 26- Form B Form For Recording Particulars Of Children Attending The Creches
  - 27- Form B (See Rule 4(B)) Set-On And Set-Off Of Allocable Surplus Under Section 15 [ Inserted Vide Payment Of Bonus Rules, 1975 ]
  - 28- Form B Certificate Of Age [Rule 17(2)] [ Inserted Vide Child Labour (Prohibition And Regulation) Rules, 1988 ]
  - 29- Form B Claim Under Section 7(1)(B) Of The Equal Remuneration Act, 1976 [Rule 4(1)] [ Inserted Vide Equal Remuneration Rules 1976 ]
  - 30- Form B Form Of Group Application [See Sub-Section (2) Of Section 15 And Section 16 Of The Payment Of Wages Act.]
  - 31- Form B Notice To Parties To Nominate Representatives [ Inserted Vide Industrial Disputes (Central) Rules, 1957 ]
  - 32- Form C (See Rule 4(C)) Bonus Paid To Employees [ Inserted Vide Payment Of Bonus Rules, 1975 ]
  - 33- Form C Agreement Under Section 10A [ Inserted Vide Industrial Disputes (Central) Rules, 1957 ]
  - 35- Form C Form Of Application By An Inspector Or Person Permitted By The Authority Or Authorized To Act
  - 36- Form D (See Rule 5) Annual Return- Bonus Paid To Employees [ Inserted Vide Payment Of Bonus Rules, 1975]
  - 37- Form D Certificate Of Authorization
  - 39- Form D Summons [ Inserted Vide Industrial Disputes (Central) Rules, 1957 ]
  - 40- Form E Notice For The Disposal Of Application
  - 41- Form E Notice Of Change Of Service Conditions Proposed By An Employer [ Inserted Vide Industrial Disputes (Central) Rules, 1957 ]
  - 42- Form F Record Of Order Or Direction
  - 43- Form F Representation Of Parties [ Inserted Vide Industrial Disputes (Central) Rules, 1957 ]
  - 44- Form G1 Submission Of Returns (Rule 56A) [ Inserted Vide Industrial Disputes (Central) Rules, 1957 ]
  - 45- Form G Nomination Paper (Rule 47) [ Inserted Vide Industrial Disputes (Central) Rules, 1957 ]
  - 46- Form G Notice Of Respondent Of The Day Fixed For The Hearing Of The Appeal Under Section 17 Of The Payment Of Wages Act, 1936
  - 47- Form H Memorandum Of Settlement (Rule 58) [ Inserted Vide Industrial Disputes (Central) Rules, 1957 ]
  - 48- Form I- Application For Registration Of Establishments Employing Contract Labour
  - 49- Form I Complaints Regarding Change Of Conditions Of Service (Rule 59) [ Inserted Vide Industrial Disputes (Central) Rules, 1957 ]

- 50- Form li- Certificate Of Registration
- 52- Form Iv- Application For Licence
- 53- Form Iv [Rule 25(2)] Overtime Register For Workers [ Inserted Vide The Minimum Wages (Central) Rules, 1950 ]
- 54- Form Ix- Temporary Certificate Of Registration
- 56- Form Ix-A- (Rule 22) Minimum Rates Of Wages Fixed [ Inserted Vide The Minimum Wages (Central) Rules, 1950 ]
- 57- Form J Conditions Of Service, Etc. Pending Proceedings (Rule 60 (1)) [ Inserted Vide Industrial Disputes (Central) Rules, 1957 ]
- 58- Form K1 Recovery Of Moneys Due From Employer [Rule 62(1)] [ Inserted Vide Industrial Disputes (Central) Rules, 1957 ]
- 59- Form K2 Recovery Of Moneys Due From Employer [Rule 62(1)] [ Inserted Vide Industrial Disputes (Central) Rules, 1957 ]
- 60- Form K3 Recovery Of Dues [Rule 62(2)] [ Inserted Vide Industrial Disputes (Central) Rules, 1957 ]
- 61- Form K4 Recovery Of Dues [Rule 62(2)] [ Inserted Vide Industrial Disputes (Central) Rules, 1957 ]
- 62- Form K Discharge, Dismissal, Etc. Pending Proceedings (Rule 60(2)) [ Inserted Vide Industrial Disputes (Central) Rules, 1957 ]
- 63- Form L Notice Of Strike To Be Given By Union Workmen In Public Utility Service (Rule 71)
- 65- Form N Report Of Strike Or Lock-Out In A Public Utility Service (Rule 73) [ Inserted Vide Industrial Disputes (Central) Rules, 1957 ]
- 66- Form No 9-A [Rule No.10(6)] [ Inserted Vide Labor Courts (Practice And Procedure) Rules 1975 ]
- 67- Form No 1 Declaration Form [Regulations 11 And 12] [Inserted Vide Employees. State Insurance (General) Regulations, 1950 ]
- 68- Form No 1 (Rule No.12) Memo Of Appearance By A Party [ Inserted Vide Labor Courts (Practice And Procedure) Rules 1975 ]
- 69- Form No 10 (Regulation No. 30) Receipt For Daily Allowance, Etc., Paid In Court [ Inserted Vide The Industrial Court Regulations 1975 ]
- 70- Form No 10 (Rule No. 30) Receipt For Daily Allowance, Etc., Paid In Court [ Inserted Vide Labor Courts (Practice And Procedure) Rules 1975 ]
- 71- Form No 10 Intermediate Certificate [Regulations 59 And 89B] [Inserted Vide Employees. State Insurance (General) Regulations, 1950 ]
- 72- Form No 11 (Vide Rule 32) Summons To Produce Documents [ Inserted Vide Labor Courts (Practice And Procedure) Rules 1975 ]
- 73- Form No 11 Special Intermediate Certificate [Regulations 61 And 89B] [Inserted Vide Employees. State Insurance (General) Regulations, 1950 ]
- 74- Form No 11 Summons To Produce Documents [ Inserted Vide The Industrial Court Regulations 1975 ]
- 76- Form No 12 Regulation No. 36
- 78- Form No 13 Sickness Or Temporary Disablement Or Maternity Benefit For Sickness [Regulations 63 And 89B] Claim For Benefit
- 79- Form No 13 (Regulation No. 9(1)) Register Of Affidavits Sworn [ Inserted Vide The Industrial Court Regulations 1975 ]
- 80- Form No 13 (Rule No. 9(7)) Register Of Affidavits Sworn [ Inserted Vide Labour Courts (Practice And Procedure) Rules 1975 ]

- 81- Form No 13A Maternity Benefit For Sickness [Regulation 89B] [ Inserted Vide Employees State Insurance (General) Regulations, 1950 ]
- 82- Form No 14 Sickness Or Temporary Disablement Or Maternity Benefit For Sickness [Regulation 63] Claim For Benefit
- 84- Form No 14 (Rule No.55) [ Inserted Vide Labour Courts (Practice And Procedure) Rules 1975 ]
- 86- Form No 15 Accident Book [Regulation 66] [ Inserted Vide Employees State Insurance (General) Regulations, 1950 ]
- 87- Form No 15 (Regulation No. 55) Notice To Appear Before Investigating Officer [ Inserted Vide The Industrial Court Regulations 1975 ]
- 88- Form No 15-A [Under Rule 57(1)] [ Inserted Vide Labour Courts (Practice And Procedure) Rules 1975 ]
- 89- Form No 15-B [Under Rule 57(3)] Notice For Publication [ Inserted Vide Labour Courts (Practice And Procedure) Rules 1975 ]
- 90- Form No 16 Accident Report From Employer [Regulation 68] [ Inserted Vide Employees State Insurance (General) Regulations, 1950 ]
- 91- Form No 16 (Regulation No. 63) Notice To Produce Documents Before Investigating Officer [ Inserted Vide The Industrial Court Regulations 1975 ]
- 92- Form No 16 (Rule No.60) [ Inserted Vide Labour Courts (Practice And Procedure) Rules 1975 ]
- 93- Form No 16-A [Rule No.72(ii)] [ Inserted Vide Labour Courts (Practice And Procedure) Rules 1975 ]
- 97- Form No 18 Dependants' Benefit [Regulation 80] Claim Form [ Inserted Vide Employees State Insurance (General) Regulations, 1950 ]
- 99- Form No 18 (Regulationrule 80) [ Inserted Vide Labour Courts (Practice And Procedure) Rules 1975 ]
- 100- Form No 18-A [Under Regulationrule 82(ii)] Summons [ Inserted Vide Labour Courts (Practice And Procedure) Rules 1975 ].Pdf
- 102- Form No 19 Maternity Benefit [Regulation 87] Notice Of Pregnancy [ Inserted Vide Employees State Insurance (General) Regulations, 1950 ]
- 103- Form No 19 (Regulation No. 100) Complaint Of Unfair Labour Practice [ Inserted Vide The Industrial Court Regulations 1975 ]
- 104- Form No 19 (Regulationrule 90) Warrant Of Arrest [ Inserted Vide Labour Courts (Practice And Procedure) Rules 1975 ]
- 105- Form No 1A Family Declaration Form [Regulation 15A] [ Inserted Vide Employees State Insurance (General) Regulations, 1950 ]
- 106- Form No 1B Changes In Family Declaration Form [Regulation 15B] [ Inserted Vide Employees State Insurance (General) Regulations, 1950 ]
- 107- Form No 2 Contribution Card [Regulation 13] [ Inserted Vide Employees State Insurance (General) Regulations, 1950 ]
- 108- Form No 2 (Regulation No. 12 And 93) [ Inserted Vide The Industrial Court Regulations 1975 ]
- 109- Form No 2 (Rule No. 12) [ Inserted Vide Labour Courts (Practice And Procedure) Rules 1975 ]
- 111- Form No 20 Maternity Benefit [Regulation 87] Certificate Of Pregnancy [ Inserted Vide Employees State Insurance (General) Regulations, 1950 ]
- 115- Form No 21 (Regulation No. 112(ii)) [ Inserted Vide The Industrial Court Regulations 1975 ]
- 116- Form No 21 (Rule No. 94) Notice To An Accused Person [ Inserted Vide Labour Courts (Practice And Procedure) Rules 1975 ]
- 117- Form No 22 Claim For Maternity Benefit [Regulations 88 And 89] [ Inserted Vide Employees State Insurance (General) Regulations, 1950 ]

- 119- Form No 22 [Rule 97(A)] [ Inserted Vide Labour Courts (Practice And Procedure) Rules 1975 ]
- 121- Form No 23 (Regulation 130) Notice To The Respondent [ Inserted Vide The Industrial Court Regulations 1975 ]
- 122- Form No 23 (Regulation 130) Notice To The Respondent [ Inserted Vide The Industrial Court Regulations 1975 ]
- 123- Form No 23 (Rule No.98) [ Inserted Vide Labour Courts (Practice And Procedure) Rules 1975 ]
- 124- Form No 24 Maternity Benefit [Regulation 91] Notice Of Work [ Inserted Vide Employees State Insurance (General) Regulations, 1950 ]
- 125- Form No 24 [Rule No. 99(I)] Certificate Under Section 50 Of The Act [ Inserted Vide Labour Courts (Practice And Procedure) Rules 1975 ]
- 126- Form No 24-A (Regulation No. 141) [ Inserted Vide The Industrial Court Regulations 1975 ]
- 127- Form No 24A Maternity Benefit After The Death Of An Insured Woman Leaving Behind The Child [Regulation 89A] Claim For Benefit
- 128- Form No 24B Maternity Benefit Death Certificate [Regulation 89A] [ Inserted Vide Employees State Insurance (General) Regulations, 1950 ]
- 129- Form No 25 (Under Regulation No. 142) Certificate Under Section 50 Of The Act [ Inserted Vide The Industrial Court Regulations 1975 ]
- 130- Form No 25 [Regulation 143, Rule 99(II)] [ Inserted Vide Labour Courts (Practice And Procedure) Rules 1975 ]
- 131- Form No 25 Claim For Permanent Disablement Benefit [Regulation 76A] [ Inserted Vide Employees State Insurance (General) Regulations, 1950 ]
- 132- Form No 25A Funeral [Expenses] [Regulation 95E] Claim Form [ Inserted Vide Employees State Insurance (General) Regulations, 1950 ]
- 133- Form No 26 (Regulation No. 143) [ Inserted Vide The Industrial Court Regulations 1975 ]
- 134- Form No 26 (Under Rule No.102) Periodical Returns By A Registered Union [ Inserted Vide Labour Courts (Practice And Procedure) Rules 1975 ]
- 136- Form 27 Notices To An Accused Person
- 137- Form No 27 (Regulation No. 137) Notice To An Accused Person [ Inserted Vide The Industrial Court Regulations 1975 ]
- 139- Form No 27-A Warrant Of Arrest [ Inserted Vide The Industrial Court Regulations 1975 ]
- 140- Form No 27-B (Regulation No. 138) Bond And Bail Bond For Attendance Before The Court [ Inserted Vide The Industrial Court Regulations 1975 ]
- 141- Form No 28 (Regulation No. 146) Periodical Returns By Registered Union [ Inserted Vide The Industrial Court Regulations 1975 ]
- 142- Form No 28 [Regulation 52A] [ Inserted Vide Employees State Insurance (General) Regulations, 1950 ]
- 143- Form No 28A [Regulation 52A] [ Inserted Vide Employees State Insurance (General) Regulations, 1950 ]
- 144- Form No 3 (Regulation Nos. 17 And 93) Certificate Of Attendance To An Employee Authorized To Appealact, Under Section 23 Of The Act
- 145- Form No 3 (Rule No 17) Certificate Of Attendance To An Employee Authorised To Appearact, Under Section 23 Of The Act
- 146- Form No 3 Return Of Declaration Forms [Regulation 14] [ Inserted Vide Employees State Insurance (General) Regulations, 1950 ]
- 147- Form No 4 Identity Card [Regulations 17] [ Inserted Vide Employees State Insurance (General) Regulations, 1950 ]

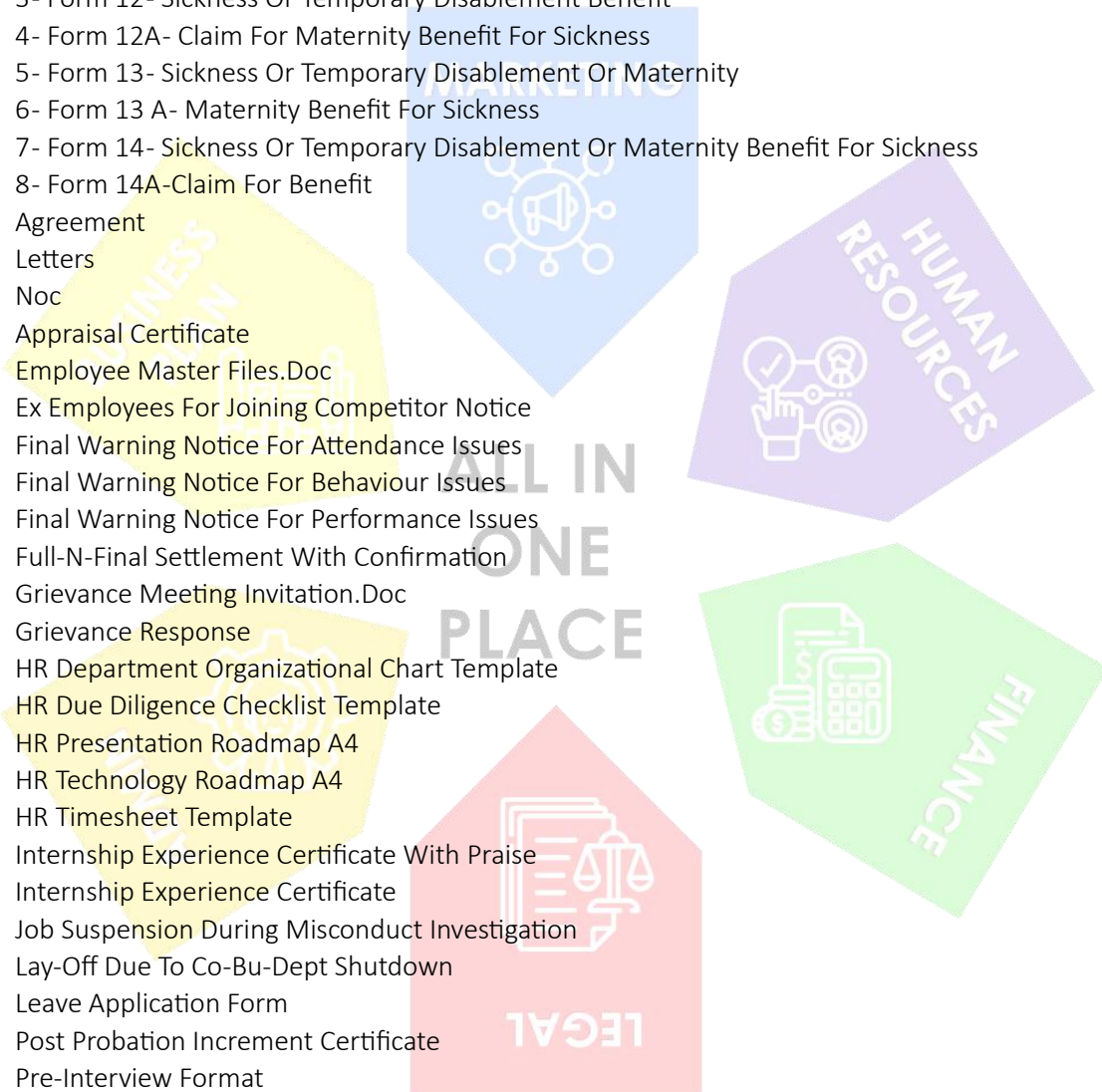


- 149- Form No 4 [Regulation No. 18] Memo Of Appearance By An Officer Of State Government [ Inserted Vide The Industrial Court Regulations 1975 ]
- 150- Form No 4A Family Identity Card [Regulation 95A] [Inserted Vide Employees State Insurance (General) Regulations, 1950 ]
- 151- Form No 5 Receipt For Contribution Card [Inserted Vide Employees State Insurance (General) Regulations, 1950 ]
- 155- Form No 6 (Regulation No. 20) Memo Of Appearance By Investigating Officer [ Inserted Vide The Industrial Court Regulations 1975 ]
- 156- Form No 6 (Rule No.20) Memo Of Appearance By Investigating Officer [ Inserted Vide Labour Courts (Practice And Procedure) Rules 1975 ]
- 157- Form No 6 Return Of Contributions [Regulation 26] [ Inserted Vide Employees State Insurance (General) Regulations, 1950 ]
- 158- Form No 6A Statement Of Advance Payment Of Contributions [ Inserted Vide Employees State Insurance (General) Regulations, 1950 ]
- 159- Form No 7 (Regulation No. 21) Form Of Registered Address [ Inserted Vide The Industrial Court Regulations 1975 ]
- 160- Form No 7 (Rule No. 21) Form Of Registered Address [ Inserted Vide Labour Courts (Practice And Procedure) Rules 1975 ]
- 161- Form No 7 Register Of Employees [Regulation 32] [Inserted Vide Employees State Insurance (General) Regulations, 1950 ]
- 162- Form No 8 First Certificate [Regulations 57 And 89B] [Inserted Vide Employees State Insurance (General) Regulations, 1950 ]
- 163- Form No 8 (Regulation No. 23(I)) Notice To A Party To Proceedings
- 164- Form No 8 (Rule Nos.23)(I)(5)(65)(70) Notice To A Party To Proceedings [ Inserted Vide Labour Courts (Practice And Procedure) Rules 1975 ]
- 165- Form No 8-A (Regulation No. 23(ii)) An Application For Notice [ Inserted Vide The Industrial Court Regulations 1975 ]
- 166- Form No 8-B Form Of Notice For Cancellation Of Recognition [ Inserted Vide The Industrial Court Regulations 1975 ]
- 167- Form No 8-C (Regulation 10(1)(D)) [ Inserted Vide The Industrial Court Regulations 1975 ]
- 168- Form No 9 Final Certificate [Regulations 58 And 89-A] [ Inserted Vide Employees State Insurance (General) Regulations, 1950 ]
- 169- Form No 9 (Regulation No. 24(1)(i)) Notice To Any Person- General Form [ Inserted Vide The Industrial Court Regulations 1975 ]
- 170- Form No 9 (Rule No.24) Notice To Any Person- General Form [ Inserted Vide Labour Courts (Practice And Procedure) Rules 1975 ]
- 171- Form No 15 (Rule No. 55) [ Inserted Vide Labour Courts (Practice And Procedure) Rules 1975 ]
- 172- Form P Notice Of Retrenchment Under Clause (C) Of Section 25F (Rule 76) [ Inserted Vide Industrial Disputes (Central) Rules, 1957 ]
- 174- Form Q Notice Of Closure Under Section 25F(a) (Rule 76A) [ Inserted Vide Industrial Disputes (Central) Rules, 1957 ]
- 175- Form Qa Notice For Permission Of Closure Under Section 25-O (1) (Rule 76C(1)) [ Inserted Vide Industrial Disputes (Central) Rules, 1957 ]
- 176- Form V- Form Of Certificate By Principal Employer
- 177- Form V [Rule 26(5)] Muster Roll [ Inserted Vide The Minimum Wages (Central) Rules, 1950 ]
- 178- Form V-A Application For Adjustment Of Security Deposit



- 179- Form V Form Of Certificate By Principal Employer
- 180- Form Va- Application For Adjustment Of Security Deposit
- 181- Form Vi Γçô Licence
- 182- Form Vi A- Notice Of Commencement Completion Of Contract Work
- 183- Form Vi B- Notice Of Commencementcompletion Of Contract Work
- 184- Form Vi- Form Of Application By An Employee Under Section 20(2) [ Inserted Vide The Minimum Wages (Central) Rules, 1950 ]
- 185- Form Vi-A- Form Of Group Application Under Section 21(1) [ Inserted Vide The Minimum Wages (Central) Rules, 1950 ]
- 186- Form Vi-A Notice Of Commencement Completion Of Contract Work
- 187- Form Vi-B Notice Of Commencement Completion Of Contract Work
- 188- Form Vi Government Of India Office Of Licensing Officer
- 189- Form Vii- Form Of Application By An Inspector Or Person Acting With The Permission Of The Authority Under Section 23(20)
- 190- Form Vii Application For Renewal Of Licence
- 191- Form Viii- Application For Temporary Registration Of Establishments Employing Contract Labour
- 192- Form Viii Form Of Authority In Favour Of A Legal Practitioner Or Any Official
- 193- Form Viii Application For Temporary Registration Of Establishments Employing Contract Labour
- 194- Form X Application For Temporary Licence
- 195- Form Xi- [Rules 26(2)] Wage Slip [ Inserted Vide The Minimum Wages (Central) Rules, 1950 ]
- 196- Form Xi Office Of The Licensing Officer
- 197- Form Xii Register Of Contractors
- 198- Form Xiii Register Of Workmen Employed By Contractor
- 199- Form Xiv Employment Card
- 200- Form Xix Wage Slip
- 201- Form Xv- Service Certificate
- 202- Form Xvi Muster Roll
- 203- Form Xvii Register Of Wages
- 204- Form Xviii Form Register Of Wages- Cum- Muster Roll
- 205- Form Xx Register Of Deductions For Damage Or Loss.
- 206- Form Xxi Register Of Fines
- 207- Form Xxii Register Of Advances
- 208- Form Xxiii Register Of Overtime
- 209- Form Xxiv Return To Be Sent By The Contractor To The Licensing Officer
- 210- Form Xxv Annual Return Of Principal Employer To Be Sent To The Registering Officer
- 211- Form O1 Notice Of Commencement Of Lay-Off (Rule 75A) [ Inserted Vide Industrial Disputes (Central) Rules, 1957 ]
- 212- Form-I [Rule-21(4)] Register Of Fines [ Inserted Vide The Minimum Wages (Central) Rules, 1950 ]
- 213- Form-II [Rules 21 (4)] Register Of Deductions For Damage Or Loss Caused To The Employer By The Neglect Or Default
- 214- Form-III [ Rule 21(4A) ] Annual Return [ Inserted Vide The Minimum Wages (Central) Rules, 1950 ]

- 215- Form O2 Notice Of Termination Of Lay-Off (Rule 75 A) [ Inserted Vide Industrial Disputes (Central) Rules, 1957 ]
- 216- Form O Register Of Settlements (Rule 75) [ Inserted Vide Industrial Disputes (Central) Rules, 1957 ]
- 217- Renewal Proforma For Coverage To Be Submitted By An Employer
- Employee Application For Relocation.Doc
- 1- Form 01- Employees' Registration Form
- 2- Form 1- Declaration Form
- 3- Form 12- Sickness Or Temporary Disablement Benefit
- 4- Form 12A- Claim For Maternity Benefit For Sickness
- 5- Form 13- Sickness Or Temporary Disablement Or Maternity
- 6- Form 13 A- Maternity Benefit For Sickness
- 7- Form 14- Sickness Or Temporary Disablement Or Maternity Benefit For Sickness
- 8- Form 14A-Claim For Benefit
- Agreement
- Letters
- Noc
- Appraisal Certificate
- Employee Master Files.Doc
- Ex Employees For Joining Competitor Notice
- Final Warning Notice For Attendance Issues
- Final Warning Notice For Behaviour Issues
- Final Warning Notice For Performance Issues
- Full-N-Final Settlement With Confirmation
- Grievance Meeting Invitation.Doc
- Grievance Response
- HR Department Organizational Chart Template
- HR Due Diligence Checklist Template
- HR Presentation Roadmap A4
- HR Technology Roadmap A4
- HR Timesheet Template
- Internship Experience Certificate With Praise
- Internship Experience Certificate
- Job Suspension During Misconduct Investigation
- Lay-Off Due To Co-Bu-Dept Shutdown
- Leave Application Form
- Post Probation Increment Certificate
- Pre-Interview Format
- Purchase Order
- Relieving Letter After Resignation
- Resignation Acceptance General- Key Employee
- Resignation Acceptance General
- Resignation Withdrawal For Growth Prospects
- Resignation Withdrawal For Role Change
- Service Certificate
- Stationery Request



- Violation Form
- Warning Notice For Attendance Issues
- Warning Notice For General Behaviour Issues
- Warning Notice For Misbehaviour On Specific Date-Occassion
- Warning Notice For Performance Issues
- Zero Tolerance Policy
- 360 Feedback Form
- Acceptance Of Employee Apology- All Purpose
- Adhoc Designation Change Certificate
- Adhoc Increment Certificate
- Admn Manual.Doc
- Appraisal Certificate With Promotion Without Increment
- Accounting Job Descriptions
- Administration And Office Support Job Descriptions
- Advertising, Arts, And Media Job Descriptions
- Banking And Financial Services Job Descriptions
- Call Center And Customer Service Job Descriptions
- Community Services And Development Job Descriptions
- Construction Job Descriptions
- Consulting And Strategy Job Descriptions
- Education And Training Job Description
- Engineering Job Descriptions
- Executive Job Descriptions
- Farming, Animals, And Conservation Job Descriptions
- Healthcare And Medical Job Descriptions
- Hospitality And Tourism Job Descriptions
- Information Technology Job Descriptions
- Insurance Job Descriptions
- 09-Branch Manager Job Description
- 10-Business Editor Job Description
- 11-Butler Job Description
- 12-Cabin Crew Job Description
- 13-Call Center Manager Job Description
- 14-Campus Recruiter Job Description
- 15-Ceo Job Description
- 16-Chef De Partie Job Description
- 17-Chief Sub Editor Job Description
- 18-Civil Engineer Job Description
- 19-Cnc Operator Job Description
- 20-Compliance Manager Job Description
- 22-Contributors Job Description
- 22-Coo Job Description
- 23-Corporate Trainer Job Description
- 24-Customer Service Manager Job Description
- 25-Customer Support Specialist Job Description
- 26-Data Architect Job Description



- 27-Database Administrator DbA
- 28-Devops Engineer Job Description
- 29-Digital Marketing Executive- Job Description-Converted
- 30-Digital Marketing Executive Job Description
- 31-Director Of Operations Job Description
- 32-Waiter Or Waitress Job Description
- 34-Editor Job Description
- 34-Event Coordinator Job Description
- 35-Event Manager Job Description
- 36-Event Planner Job Description
- 37-Executive Assistant Job Description
- 38-Finance Officer Job Description
- 39-Financial Controller Job Description
- 40-Flight Attendant Job Description
- 41-Food And Beverage Manager Job Description
- 42-General Counsel Job Description
- 43-Vp Of Hr Job Description
- 44-Graphic Designer Job Description
- 45-Guest Relation Officer Job Description
- 46-Hair Stylist Job Description
- 47-Head Of Finance Job Description
- 48-Head Of Hr Operations Job Description
- 49-Head Of Operations Job Description
- 50-Hiring Specialist Job Description
- 51-Hr Business Partner Job Description
- 52-Hr & Admin Officer
- 53-Hr Manager
- 54-Illustrator Job Description
- 55-Instructional Designer Job Description
- 56-Investment Banker Job Description
- 57-Ios Developer Job Description
- 58-Java Software Engineer Job Description
- 59-Kitchen Manager Job Description
- 60-Lab Technician Job Description
- 61-Lead Data Scientist Job Description
- 62-Legal Counsel Job Description
- 63-Lifestyle Editor Job Description
- 64-Logistics Manager Job Description
- 65-Machine Learning Engineer Job Description
- 66-Machine Operator Job Description
- 67-Machinist Job Description
- 68-Managing Editor Jd
- 70-Marketing Excecutive Jd
- 71-Marketing Manager Jd
- 72-Mechanical Engineer Job Description (1)
- 73-Medical Office Manager Job Description



- 74-News Editor Job Description
- 75-Normal Technician (Premium Brands- Bmw )
- 76-Nurse Job Description
- 77-Nutritionist Job Description
- 78-Office Administrator Job Description
- 79-Office Assistant Job Description
- 80-Optometrist Job Description
- 81-Pastry Chef Job Description
- 82-Payroll Manager Job Description
- 83-Payroll Officer Job Description
- 84-Payroll Specialist Job Description
- 85-Pediatrician Job Description
- 86-Pharmacist Job Description
- 87-Photographer Job Description
- 88-Php Developer Job Description
- 89-Physical Therapist Job Description
- 90-Physician Job Description
- 91-Procurement Manager Job Description
- 92-Product Manager Job Description
- 93-Production Manager Job Description
- 94-Programmer Job Description
- 95-Project Engineer Job Description
- 96-Psychiatrist Job Description
- 97-Purchasing Manager Job Description
- 98-Purchasing Officer Job Description
- 100-Qa Engineer Job Description
- 101-Qa Tester Job Description
- 102-Receptionist Job Description
- 103-Recruitment Manager Job Description
- 104-Recruitment Specialist Job Description
- 105-Restaurant Manager Job Description
- 106-Retail Trainer Job Description
- 107-Risk Manager Job Description
- 108-Ruby On Rails Developer Job Description
- 109-Sales And Marketing And Marketing Manager Job Description
- 110-Sales Coach Job Description
- 111-Secretary Job Description
- 112-Senior Advisor Sales Head
- 113-Senior Hr Manager Job Description1
- 115-Senior Reporter Job Description
- 116-Senior Ruby Developer Job Description
- 117-Senior-Technician-Maintenance-Generic-Jd (1).Doc
- 118-Shift Manager Job Description
- 119-Software Developer Job Description
- 120-Software Engineer Job Description
- 121-Sous Chef Job Description

MARKETING



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RESOURCES



ALL IN  
ONE  
PLACE



FINANCE



LEGAL



- 122-Sports Editor Job Description
- 123-Staffing Specialist Job Description
- 124-Sub Editor Job Description
- 125-Supervisor Job Description
- 126-System Administrator Job Description
- 127-Systems Engineer Job Description
- 128-Talent Acquisition Specialist Job Description
- 129-Teacher Job Description
- 130-Technical Architect Job Description
- 131-Technical Recruiter Job Description
- 132-Technical Support Engineer Job Description
- 133-Technical Trainer Job Description
- 134-Technical Writer Job Description
- 135-Training Manager Job Description
- 136-Transportation Manager Job Description
- 137-Travel Agent Job Description
- 138-Ui Ux Designer Job Description
- 139-Veterinarian Job Description
- 140-Visual Designer Job Description
- Accountant
- Admin Officer Job Description
- Analytics Manager Job Description
- Android Developer Job Description
- Architech Job Discription
- Assistant Editor Job Description
- Bartender Job Description
- Beauty Salon Manager Job Description

ALL IN  
ONE  
PLACE

## 58. All India Business Database – 2 Crore Records

- India LinkedIn Email Database
- India Whols Domain Database 2024 & 2025
- MCA Companies Email Database
- New Director Database India
- New India B2B Mobile Database
- New IndiaMart Database
- School Mobile & Email Database
- Startup Companies Email Database
- Whois Domain Mobile Database India
- Zomato Pan India Database 190K Records
- Google Maps Business Database
- India Small & Meduim B2B Databases
- Justdial Database
- Doctors & Hospitals Mobile Database
- GST Business Users Mobile Database
- High Profile India Decision Makers Email Database

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