

602 Personal and Corporate **forms with instructions** listed below:

**Banking, Collections, Finance**

- Abatement of Litigation Agreement
- Account Assignment
- Accounts Receivable: General Assignment
- Accounts Receivable: Specific Account or Accounts
- Agreement for Judgment
- Assignment of Debtor's Account Notice
- Authorization for Bank (or others) to Release Information
- Bad Check Notice: Final
- Bad Check Notice: First
- Bank (or other) Loan Agreement
- Banking Resolution of Corporation (Adaptable for other resolution purposes)
- Check, Stop Payment Notice
- Collateral Assignment of Lease (Adaptable for other assignments)
- Collection Agreement (Adaptable for other agency agreements)
- Credit Card Negotiation for Better Terms (Adaptable for other requests)
- Credit Denial Notice (Adaptable for other denials)
- Credit Reference
- Creditor Objection to Debtor Offset (Adaptable to other objections to offsets/deductions)
- Debit Your Account: One time (Adaptable to other account deductions/debits)
- Debit Your Account: Ongoing (Adaptable to other such ongoing deductions/debits)
- Debt Compromise Agreement
- Debt Settlement Letter
- Debtor Request for Statement from Secured Party (Adaptable to any similar request)
- Debtor Partial Payment on Account
- Demand for Additional Collateral
- Deposit Return for Lack of Performance (Also good for advances)
- Discharge of Guarantor
- Estoppel Letter
- Guarantee Termination (Adaptable to any notice of termination)
- Guarantor: Final Notice (Adaptable to any debt collection)
- Guarantor: Attempt to collect letter (Adaptable to any debt collection)
- Judgment: Assignment (Adaptable to any asset assignment)
- Letter of Credit Agreement
- Loan Purpose: Affidavit (Adaptable to any statement of purpose relating to proceeds)
- Mortgage Broker Agreement (Adaptable to any agency agreement)
- Mortgage Commitment Letter (Adaptable to other financial commitments)
- New Payment Account Notice
- Pawn Agreement
- Pledge of Life Insurance (Adaptable for other pledges of collateral)

- Pledge of Royalties (Adaptable for other pledges of future earnings or salaries)
- Pledge of Stock (Adaptable for other pledges)
- Promissory Notice: Default Notice (Adaptable to any notification of default)
- Ratification of Unauthorized Signature
- Security Interest: Release (Adaptable to all releases of collateral)

### **Business Agreements**

- Accounting Services Agreement (Adaptable to other services agreements of all kinds)
- Ad or Media Agency Agreement
- Agreement Cancellation
- As is Sale (Adaptable to all Used product purchases)
- Asset Purchase Agreement
- Auctioneer Agreement (Adaptable to other similar service agreements)
- Bill of Lading
- Bulk Sales Agreement
- Bulk Sale Agreement Advance Notice to Creditors
- Bulk Sale Agreement Notice to Creditors
- Bulk Sales Escrow Agreement
- Cancellation for Breach, by Seller (Adaptable for all breaches by seller, buyer or related party such as an investor)
- Cancellation of Order
- Certificate of Seller
- Claimant for Reduced Price (Adaptable for price reduction requests)
- Consent to Assignment (Adaptable to other **forms** of consent)
- Consignment Agreement
- Consulting Agreement
- Co-op Agreement
- Credit Agency Subscription Agreement
- Distributor Agreement: Exclusive
- Distributor Agreement: Non-exclusive
- Equipment Lease
- Equipment Lease: Assignment to other (Adaptable to other lease assignments)
- Firm Offer
- Fleet Service Agreement
- Goods: Sale Agreement
- Indemnification Agreement
- Independent Contractor Agreement (Adaptable for all 1099 Contractors)
- Inspection of Goods and Acceptance (Adaptable for rejection)
- Installment Loan or Note
- Jump Bid
- Lawyer Retainer Agreement (Adaptable to any retainer agreement)
- Lawyer Retainer Agreement on Contingency (Adaptable to any contingency agreement)

- License Agreement: Simple
- Lien Release
- Limited Warranty
- Management Agreement
- Marketing Agreement
- Messenger Service (Adaptable to other service agreements such as gardening/plowing)
- Noncompete Covenant
- Nondisclosure and Noncircumvention
- Option to Purchase
- Packaging System Agreement (Adaptable to other systems purchases)
- Past Due: Final Notice
- Past Due: First Notice
- Promotional or Product Placement Agreement
- Purchase Agreement: Amendment
- Ratification of Agreement (Adaptable to almost any ratification)
- Release by Creditor
- Repossession Services Agreement
- Right of First Refusal
- Rolling Stock Lease
- Sales Rep Agreement
- Salvage Agreement
- Seller's Agreement to Repurchase
- Settlement Agreement
- Submission Agreement Policy (Adaptable to almost any policy)
- Subrogation Agreement
- Substitution of Collateral and Release Consent
- VAR Distribution Agreement
- Vehicle Rental (Adaptable to almost any rental)
- Vessel Brokerage (Adaptable to almost any brokerage agreement)
- Waiver of Claim Breach (Adaptable to almost any waiver of breach)

### **Consumer**

- Address Change Notice
- Boat Brokerage (Adaptable for any brokerage or sales agency agreement)
- Cancellation of Membership Subscription
- Cancellation of Membership in Credit Card or Banking Relationships
- Catering Service Agreement (Adaptable to other services such as gardening)
- Charity Subscription Agreement (Can also be used for cancellation of pledge)
- Charter Agreement
- Claim for Damage or injuries
- Construction of Boat Agreement (Adaptable for other construction/building agreements)
- Credit Card

- Credit Card Loss (Adaptable to any document lost)
- Credit Denial: Request for Information (Adaptable to most information requests)
- Credit Agency: Request for Report
- Disclosure Notice: Your right of Rescission (Adaptable to many notice requirements for cancellation)
- Lottery Pool Agreement (Adaptable to many group agreements as to responsibilities etc.)
- Notice of Revocation: Vehicle
- Odometer Mileage Statement (Adaptable to many other testimony situations)
- Offer to Purchase: Vehicle (Adaptable to almost any offer to purchase)
- Release by Creditor
- Reservation Letter
- Retraction Demand
- Right of Rescission
- Service Complaint (Adaptable to almost any formal complaint)
- Usury Notice

### **Corporate Formalities**

- 1244 Stock Approval by Board
- Board of Directors Meeting Agenda
- Borrowing Resolution for a Corporation (Adaptable for all resolutions)
- Business Trust
- By Laws Approval by Board
- Bylaws
- Certificate of Incorporation
- Certificate of Incorporation: Board Acceptance
- Certificate: Board Secretary
- Conflict of Interest Disclosure
- Consent Legend for Shares in Private Corporation
- Corporation Setup: Various Board Approvals
- Demand for Directors' Meeting
- Demand for Shareholders' Meeting
- Director Indemnification
- Director Proxy
- Incorporator Action: Initial
- Incorporator's Waiver: Board Approval
- Minutes of Special Board Meeting
- Minutes of Special Shareholder Meeting
- Shareholder: New Assumption Agreement
- Shareholder Agreement
- Stock Subscription
- Unanimous Consent: Directors Annual Meeting (Adaptable to almost any consent)
- Unanimous Consent: Shareholders in lieu of Annual Meeting (Adaptable to any meeting)
- Unanimous Written Consent (Adaptable to most written consents in corporate life)

## **Divorce**

- Child Support Payments: Violation Notice (Adaptable to compliance, noncompliance, etc.).
- Child Visitation Rights: Violation Notice (Adaptable to compliance, noncompliance, etc.).
- Child Visitation Rights: Standard Notice
- Divorce Certificate: Request for
- Divorce General Release
- Divorce Work Sheet
- Pre-divorce Agreement
- Property Settlement
- Reconciliation Agreement

## **Employment**

- Authorization for Release of Information (Adaptable to general requests for information)
- Drug and Alcohol Testing: Applicant Consent Form (Adaptable to other employment related consents)
- Employee Lending Agreement
- Employee Rules of Conduct (Adaptable to other **forms** of rules of conduct)
- Employment Agency Agreement: Temporary
- Employment Agency Agreement: Permanent
- Employment Manual & Employee Signature
- Employment Records, Employee Permission to Release
- ESOP
- Fidelity Bond
- Final Release: Employee
- Independent Contractor Agreement
- Independent Contractor Notice
- Job Applicant Rejection Letter
- Job Offer Acceptance by Employee
- Job Offer Cancellation
- Job Offer Cover Letter
- Jury Duty Policy
- Nondisclosure Agreement
- Nonsolicitation Agreement
- Overtime Policy
- Payroll Deduction Authorization
- Polygraph Testing
- Reference Letter, Request by Employer
- Reference Letter, Request by Employee
- Release Covenant, Employee to Employer
- Resignation Letter by Employee, Employer Acceptance
- Resignation letter by Employee
- Stock Option Agreement

- Termination During Probation Period
- Termination, Regular Employee
- Travel & Expense Policy
- Tuition Reimbursement
- Wages, Assignment of

### **Estate & Administration**

- Account Identification & Collection by Executor
- Affidavit of Domicile
- Assignment of Estate by Heir
- Assignment of Estate in Favor of Creditor
- Checklist, for Use by Executor
- Codicil
- Death Instructions
- Declaration of Nominee Trust
- Decline to Serve as Trustee or Personal Representative
- Employment benefits request
- Estate Oath in Front of Notary
- Joint and Mutual Will
- Last Will and Testament
- Life Insurance Policy, Collection by Executor
- Nuncupative (Verbal) Will
- Partial Assignment
- Personal Information for Trust Preparation
- Renunciation of Inheritance
- Request for Notice of Filing of Estate or Probate Proceedings
- Revocable Trust
- Revocation of Living Trust
- Revocation of Wills or Codicils

### **Family & Children**

- Birth Certificate, Request (Adaptable to other such document requests)
- Child Care Authorization
- Child, **Legal** Issue & Majority Status
- Custodian, Release by Minor
- Death Certificate, Request for (Adaptable to other such document requests)
- Enrollment Confirmation
- Guardian of Minor Child, Conditional (Adaptable for Unconditional)
- Marriage License, Request for (Adaptable to other such document requests)
- Minor, Contract Status
- Power of Attorney
- Release & Indemnity (Adaptable as a Hold Harmless Agreement too)

- Transfer under the State Uniform Gift to Minors Act
- Trip Permission Slip

### **Financial & Investments**

- Dissent Notice of Shareholder (Adaptable to other such document requests)
- Investment Club Partnership Agreement
- Letter of Credit
- Lost Stock Certificate Request
- Private Placement
- Purchase & Sale of Private Shares (Adaptable to other such document requests)

### **Health Care**

- Life Sustaining Statutes by States (Check for Updates)
- Attorney for Injury Suit Agreement (Adaptable to other such document requests)
- Authorization for Medical Treatment
- Authorization for Release of Medical Records (Adaptable to other such document requests)
- Authorization for Release of Medical Records, Cover Letter (Adaptable to other such document requests)
- Autopsy, Consent to (Adaptable to nonconsent)
- Denial of Medical Insurance Claim Response (Adaptable to other such document requests)
- Power of Attorney, Durable for Health Care (Adaptable to other such document requests)
- Referral Request for Patient
- Revocation of Health Care Power of Attorney

### **Insurance**

- Change of Beneficiary (Adaptable to other such document requests)
- Life Insurance Information Request
- Pledge of Life Insurance Policy to a Creditor
- Subrogation Agreement
- Sworn Statement of Loss: General
- Sworn Statement of Loss: Vehicle

### **Legal Utilities**

- Affidavit
- Arbitration Agreement
- Arbitration or Mediation Agreement
- Authorization
- Bill of Sale
- Breach Notice
- Claim Settlement
- Creditor Demand, Response to one
- Declaration Under Penalty of Perjury, with Notarization

- Extending Closing or Completion Date
- Guaranty with No Pledge
- Guaranty with Pledge
- Mediation Agreement
- Payment Forwarding
- Promissory Note
- Promissory Note with a Balloon Provision
- Promissory Note, Demand
- Ratification of Agreement
- Receipt (Adaptable to other such document requests)
- Release (Also Known as a “Hold Harmless” Agreement)
- Release of Interest
- Seller’s Confirmation of Receipt & Acceptance of Order
- Seller’s Notice of Commencement of Performance
- Settlement Agreement
- Soldier’s and Sailor’s Relief Act, Notice of Applicability
- Waiver of Condition (Adaptable to a Nonwaiver)

#### **Loans**

- Lease & Buy Agreement
- Pledge of Stock Agreement
- Security Agreement
- Stock Pledge

#### **Marriage & Partnerships**

- Consent to Marriage of a Minor
- Prenuptial Agreement
- Ratification of Marriage
- Residence Sharing Agreement
- Residence Sharing Agreement, Alternative II

#### **Media & Broadcast**

- Advertiser & Agency Agreement
- Advertiser Agreement
- Advertising Purchase Order
- Banner Advertising
- Book Publication Agreement
- Cease & Desist Notification, Copyright (Adaptable to other such document requests)
- Contest Eligibility Rules
- Duplication or Replication Agreement
- Eligibility for Award and Release, Affidavit of
- Employment Agreement, Actors



- Engineering Service Agreement
- Illustrator & Author Agreement
- Joint Author's Agreement
- Noncompete, Contractor
- Noncompete, Employee
- Personal Appearance Agreement
- Rebroadcast or Rerun Agreement
- Studio Use Agreement
- Talent & Model Release
- Testimonial Consent Agreement
- Trademark License Agreement
- Video or Film Release, Talent & Models

### **Non-Profit Organizations**

- Articles of Association

### **Partnerships**

- Conflict of Interest by General Partner, Release
- Escrow Agreement
- Fund & Expense Agreement
- General Partnership Limitation of Liability Agreement
- General Partnership Business Opportunities
- Limited Partnership Agreement
- Offer to Purchase a Partnership Interest
- Partnership Agreement
- Partnership Dissolution Agreement
- Payment Methods & Requirements Regarding Partnership
- Power of Attorney for Partnership 9 (Adaptable to other such document requests)
- Tax Matters, Partner Designation

### **Power of Attorney**

- Physician's Statement of Mental Competency
- Power of Attorney: Financial Matters
- Power of Attorney: IRS (Adaptable to other such requests)
- Power of Attorney: General
- Power of Attorney: Motor Vehicle Only
- Power of Attorney Revocation
- Power of Attorney Revocation: Alternativell
- Ratification of Power of Attorney: Adaptable to other such documents)

### **Promissory Notes**

- Nonrecourse & Nonnegotiable Note

- Promissory Note
- Promissory Note Assignment
- Promissory Note in a Series
- Unconditional Guarantee Agreement (Adaptable to other such document requests)

### **Real Estate Contracting**

- Bid Bond
- Change Order
- Contracting Agreement
- Draw (Advance) Request
- Release of Labor Lien
- Release of Material Provider Lien
- Release of Mechanic's Lien

### **Real Estate Deeds**

- Certificate of Value
- Deed
- Quit Claim Deed
- Warranty Deed
- Warranty Deed, with Limitations (Adaptable to no limitations)
- Warranty Deed, with Spouse Release

### **Real Estate Landlord/Tenant**

- Agreement to Execute Lease & Deposit Receipt
- Bank Verification
- Commercial Lease, Offer to Lease by Tenant
- Employment Verification
- Landlord Consent to Assignment
- Landlord Notice to Enter Premises
- Late Notice, from Landlord
- Lease
- Lease Amendment
- Lease with Option to Purchase
- Moving Information
- Notice to Tenant to Leave or Pay
- Property Sold Notice to Tenant
- Renew Lease, Option Notice to Landlord
- Rent Increase Notice
- Rental Application
- Repairs Notice to Tenant (Adaptable to Landlord)
- Security Deposit
- Sportsman's Lease

- Surrender of Lease & Premises by Tenant
- Surrender of Sublease Premises by Tenant
- Tenant's Preinspection List
- Waiver of Distraint (Chattel Claims)

### **Real Estate Ownership**

- Acceleration of Contract
- Assignment of Contract
- Assignment of Mortgage
- Assignment of Mortgage as Security
- Brokerage Agreement: Nonexclusive
- Brokerage Agreement: Exclusive
- Building Maintenance Agreement
- Discharge of Mortgage
- Encroachment Agreement
- Escrow Agreement
- Exchange Agreement
- Facility or Stadium Advertising Agreement
- Fence Line Agreement (Adaptable to other such document requests)
- Fire Extinguisher Sale & Maintenance Agreement (Adaptable to other such document requests)
- Hazardous Goods Removal Notice
- Homestead Declaration
- Lien Release
- Moving House Contract
- Offer to Purchase
- Option for Real Estate
- Right of Way Agreement
- Right of Way Grant
- Subordination Agreement
- Utility & Contractor Agreement
- Vending Machine Agreement (Adaptable to other such document requests)

### **Technology**

- Acceleration of Software Development (Adaptable to other such document requests)
- Assignment of Domain Name (Adaptable to other such document requests)
- Beta Test Agreement
- Confidentiality Agreement
- Customer Maintenance Agreement
- Data Recovery Agreement
- Patent (Trademark) Assignment
- Patent License
- Software Development Agreement

- Software License Agreement
- Software Maintenance Agreement
- Source Code Escrow Agreement
- Technical Manual Author Agreement
- Technology Sales Agreement: Exclusive
- Technology Sales Agreement: Nonexclusive
- Trade Secret Agreement

### **Trusts**

- Amendment to Trust
- Bill of Transfer to Trust
- Charitable Remainder Trust
- Charitable Trust
- College Education Trust
- Letter Requesting Transfer to Trust
- Living Trust
- Nominee Agreement
- Revocation of a Trust
- Trust Declaration
- Trustee Resignation (Adaptable to an acceptance)