

# Get All Our Templates

# R399

*(save 70%)*

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## Included:

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1. Startup Checklist
2. Business Plan Template
3. Shareholders' Agreement
4. Share Certificate
5. Roles & Responsibilities
6. Bank Finance Proposal
7. Filing Structure
8. Agenda & Notice of Meeting
9. Meeting Minutes

## Included:

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1. Business Set Up Budget
2. General Journal
3. Income Statement
4. Cashflow Projection
5. Balance Sheet
6. Compiled Financial Statements
7. Asset Register
8. Petty Cash Register

## Included:

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1. Directors Resolution
2. Power Of Attorney
3. Lease Agreement
4. Tenant Application Form
5. Final Demand Overdue Account

# Included:

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1. Vacancy Position Advert
2. CV Template One Pager
3. Letter to Unsuccessful Applicant
4. Contract of Employment
5. Fixed Term Contract
6. Job Description
7. Performance Appraisal
8. Leave Form
9. Verbal Warning
10. Written Warning
11. Final Written Warning
12. Checklist Employee Termination
13. Letter of Termination
14. Notice of Retrenchments
15. Letter of Retrenchment

# Included:

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1. Business Profile Checklist
2. Company Branding Checklist
3. Company Letterhead
4. Business Card
5. Email Disclaimer
6. Pre-Advertising Checklist

# Included:

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1. Quotation
  2. Purchase Order
  3. Sales Order
  4. Supplier Agreement
  5. Employee Loan Agreement
  6. Expense Claim Sheet
  7. Delivery Note
  8. Customer Statement
  9. Pro Forma Invoice
  10. Tax Invoice
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# Included:

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1. Communications Policy
  2. Vehicle Usage Policy
  3. Overtime Policy
  4. Credit Card Policy
  5. Loan Policy
  6. Leave Policy
  7. Gift Policy
  8. Long Service Award Policy
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