

# 11 KEY POLICIES AND AGREEMENTS FOR STARTUPS

IN THE SUCCESS STORY OF EVERY  
STARTUP, WELL-WRITTEN AGREEMENTS  
AND POLICIES PLAY AN IMPORTANT ROLE.....





Hello friends,

Today, I am excited to present to you a booklet that will not only help you bring your dream startup to life but will also ensure that your journey is well-planned and secure. Have you ever wondered how much more successful your startup could be if you had the right guidance?

In this booklet, we have compiled all the essential agreements and policies that can protect your startup from legal challenges and disputes, setting it on a stable and secure path. This is the key to turning your dream business into reality.

Through this booklet, we will provide you with all the necessary information to create strong and clear agreements with your co-founders, investors, and employees. It will lay a foundation for your startup that is not only strong but also ready for growth.

I am confident that you are excited to make your startup dreams come true. But, are you ready to do it with the right direction and protection? "11 Essential Agreements and Policies for Startups" will give you all the tools and knowledge you need for this journey.

So, let's take the first step towards truly making your startup a success with this booklet. This investment of your time will undoubtedly prove invaluable in the future.



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There are many startups in the market, and a unique and memorable name can distinguish your startup from all others

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# FOUNDERS' AGREEMENT

Shared Vision, Collective Effort, Prosperous Future

The Founders' Agreement, also known as the Founders' Contract, is a crucial document that outlines the agreement among the founders of a startup or a new business venture. This agreement details all the important aspects related to business operations, decision-making processes, the roles and responsibilities of each founder, the distribution of shares, and the division of profits and losses. Its primary purpose is to foster clarity and mutual understanding among the founders during the early stages of the business venture, thereby reducing the likelihood of disputes in the future and helping the founders focus on their business goals.

This agreement typically includes instructions regarding the roles and responsibilities of the founders, specifying which tasks each founder will handle and what their responsibilities will be. The distribution of shares determines the ownership stake each founder will have in the company, while the division of profits and losses outlines how the business's financial gains or losses will be shared. The decision-making process clarifies the role and voting rights of each founder, and the exit conditions specify the terms under which a founder can leave the business. It also includes confidentiality and non-compete agreements to ensure that the founders safeguard business secrets and do not engage with a competing business for a specified period.

01

## Clarity and Detailed Writing

All terms, responsibilities, and procedures in the Founders' Agreement should be clearly and comprehensively documented. This helps to avoid any misunderstandings or disputes in the future. It is essential to thoroughly explain the roles of the founders, the distribution of shares, the division of profits and losses, and the decision-making process.

02

## Extensive Discussion and Agreement

Engage in thorough discussions with all the founders, and there should be mutual agreement on every part of the agreement. This ensures that all founders understand and agree to each section of the agreement, thereby preventing any potential disagreements in the future.

03

## Flexibility and Provision for Updates

The business landscape and the needs of the founders may change over time. Therefore, the agreement should be flexible and regularly updated. This allows the founders to make necessary changes to the agreement based on the current circumstances.

04

## Seeking Legal Advice

As the Founders' Agreement is a legal document, it is crucial to seek legal advice when drafting it. A qualified lawyer can ensure that all legal aspects are properly addressed and that the agreement complies with all relevant legal rules and regulations.



# PRIVACY POLICY

Respect for privacy is the hallmark of a civilized society

A privacy policy is a document that outlines how your company handles customer information. It covers all aspects, from collecting and using information to securing it and, in some cases, sharing it with others. This is not just a legal requirement; it also shows your customers that you value their privacy. By having a transparent privacy policy, your business becomes more trustworthy, helping customers understand what you do with their information. A good privacy policy includes key elements such as data collection, data usage, data sharing, security, and user rights. It explains what types of information you collect, how you use this information, under what circumstances and with whom this information may be shared, and how you keep this information secure. It also includes what rights customers have regarding their information, such as the right to access, correct, or delete their data. You can use online templates to create this, but it's advisable to consult a lawyer who can help you prepare it correctly.

01

## Clarity and Transparency

Your privacy policy should be clear and easy to understand. Instead of using complex legal jargon, explain in simple and straightforward language what information you collect from users, how you use it, and how you keep it safe. This helps users easily understand what is happening with their information.

02

## User Rights

Clearly state the rights users have concerning their data in your privacy policy, such as the right to access, modify, delete, or object to the use of their data. This empowers users by giving them control over their privacy.

03

## Data Security Measures

It is important to show in your privacy policy what technical and organizational measures you are taking to secure users' data. This can include processes like encryption, access control, and data backups. This assures users that their data is in safe hands.

04

## Legal Compliance and International Standards

Different countries and regions have various data protection laws, such as GDPR in Europe and CCPA in California. Your privacy policy must comply with all these mandatory legal standards, and if your business operates internationally, you should keep your policy updated to meet these standards.

# REFUND POLICY

## Customer Satisfaction is Our Top Priority

We all know that a good refund policy means keeping customers happy and earning their trust. This becomes even more important when you are a business owner or a startup founder. After all, our goal is not just to increase sales but also to build a strong and lasting relationship with our customers. A solid refund policy assures customers that if they face any issues with our product or service, we will address their concerns. This not only makes them feel secure but also provides us with valuable feedback to improve our products and services. When creating a refund policy, clarity and brevity are crucial. The terms and conditions should be explained in language that customers can easily understand. Additionally, the refund process should be as simple and customer-friendly as possible. Managing the product return process is also important. A well-organized process is not only beneficial for us but also reassures customers that their issues will be resolved. It is essential to study and learn from the refund policies of successful companies in your field. This helps us understand the practices that lead to customer satisfaction and business success. One should always remain flexible with the refund policy. It should be updated from time to time based on market conditions and customer feedback. This allows us to build better relationships with our customers and provide them with better service.

01

### Time Frame

There should be a clear mention of the time frame in the refund policy. Inform the customer how much time they have to apply for a refund after purchasing the product. Also, provide an estimated time for completing the refund process.

02

### Conditions for Eligibility

It is extremely important to clearly state the conditions for eligibility for a refund. These conditions could relate to the product's condition, usage period, and packaging. This helps customers understand the circumstances under which they would be eligible for a refund. Your refund policy should include a list of items that cannot be refunded.

03

### Documentation Required

It is important to clearly list the documents that customers need to submit when applying for a refund. This list may include documents such as the purchase receipt, product warranty card, and photos of the product. This ensures that there are no delays in the refund process and that customers can correctly present their claim.

04

### Exchange Option

Sometimes, customers prefer to choose the exchange option instead of a refund. Therefore, your refund policy should clearly explain the exchange options as well. This option provides more flexibility to customers and strengthens their relationship with your business.

# EMPLOYEES RELATED AGREEMENTS

## Truth and Transparency Strengthen Relationships

These agreements serve to strengthen the relationship between the company and its employees and clarify the rights and responsibilities of both parties. The offer letter includes details such as the job location, position, salary, and other benefits. Additionally, it describes the working hours, holiday policies, and conditions of employment. A Non-Disclosure Agreement (NDA) binds the employee to not share the company's sensitive information, such as trade secrets, customer details, and production techniques, with external parties. The Non-Compete Agreement restricts the employee from working with a direct competitor or starting their own business for a specific period after leaving the company. The purpose of this is to protect the company's trade secrets and client lists. These agreements not only define the employee's responsibility to perform their work on time and in an appropriate manner, but they also include the obligation to adhere to the company's policies and procedures. This includes respectful behavior towards colleagues and compliance with workplace safety standards. The main goal of these agreements is to maintain clear and smooth relations between the company and the employee, ensuring that both parties are fully aware of their rights and responsibilities and comply with them.

01

### Legal Compliance

It is crucial to ensure that all agreements comply with local, state, and central labor laws. This includes regulations related to minimum wage, overtime, holidays, and safety standards. Ensuring legal compliance protects the company from potential legal issues in the future.

02

### Flexibility and Fairness

Flexibility and fairness are essential when drafting any agreement. The agreement should include provisions that protect the interests of both the employee and the company. This includes terms related to promotions, transfers, and termination of employment. Flexibility helps both the employee and the company adapt to changing circumstances.

03

### Termination Conditions

The agreement should clearly outline the conditions under which employment may be terminated. This includes terms for dismissal, resignation, and retirement. It should also specify the procedures to be followed by either party when terminating the agreement, such as the notice period and any termination benefits.

04

### Clarity of Terms

The most important aspect of drafting agreements is ensuring clarity of terms. The agreement should comprehensively describe all key aspects of the relationship between the employee and the company, such as working conditions, salary, working hours, holiday policies, and other benefits. This helps prevent any misunderstandings in the

# NON-DISCLOSURE AGREEMENTS (NDAS)

In business, your ideas are your greatest treasure; an NDA is the promise to keep them safe

A Non-Disclosure Agreement (NDA), also known as a confidentiality agreement, is a legal document between two parties, such as a business owner or startup founder and another party like a partner, client employee, or vendor. Under this agreement, the other party agrees to keep any business-related information confidential and not share it with a third party. An NDA is especially important because it protects ideas, safeguards business strategies, builds customer trust, and provides legal protection.

An NDA includes the following key elements:

**Definition of Confidentiality:** The agreement clearly specifies what information will be considered confidential.

**Duration:** The period during which confidentiality must be maintained.

**Consequences of Breach:** The legal repercussions if the agreement is violated.

An NDA should be used particularly when discussing new ideas, hiring new employees (especially if they will have access to sensitive information), or forming new business partnerships. This agreement serves as a crucial tool for business owners and startup founders to protect their ideas and strategies.

01

## Definition of Confidential Information

The first and most important step is to clearly define what constitutes confidential information. Determine which information will be considered confidential and which will not. This may include technical data, business strategies, client information, production secrets, etc. Clearly outline which information can be shared and which cannot.

02

## Duration of Agreement

It is essential to clearly define the duration of the agreement. Decide how long the confidentiality terms will remain in effect. Some NDAs expire upon the completion of a specific project, while others may remain valid for several years. This should be explicitly stated in the agreement.

03

## Obligations and Exceptions

The obligations of the parties and any exceptions should be clearly outlined in the agreement. This includes details on how the information can be used and under what circumstances exceptions to confidentiality may be allowed. For example, if the information is already public or if disclosure is required by legal order.

04

## Consequences of Breach

The consequences of breaching the agreement should be clearly detailed. This may include compensation for damages, legal action, and other potential outcomes. To ensure that both parties understand the seriousness of the agreement, it should be written clearly and in detail.



# VENDOR/SUPPLIER AGREEMENTS

In business, there is no better protection than a good vendor agreement

When we start a business, we face many challenges, and one of the key challenges is selecting the right vendors or suppliers. These are the companies or individuals who provide the necessary goods or services for our business. In this context, the importance of vendor/supplier agreements becomes evident. A vendor/supplier agreement is a type of contract between a business and its vendors/suppliers. This agreement includes details like the supply of products or services, pricing, delivery terms, payment conditions, quality requirements, and methods for resolving issues. Such an agreement is necessary because it provides clarity and security for both parties, ensures quality control, clearly defines pricing and payment terms, resolves delivery and stock issues, and offers a way to settle disputes. While creating a vendor/supplier agreement, it is crucial to provide a detailed description of the products or services, clearly state the pricing and payment terms, decide on the delivery time, place, and method, set quality control standards, and clarify the process for dispute resolution.

Vendor/supplier agreements not only provide financial and operational security but also help lay the foundation for strong and positive relationships between company and vendors.

01

## Detailed Product or Service Description

The first and most important thing when creating vendor/supplier agreements is to provide a detailed description of the products or services. This should include the quality, quantity, and specific details like size, color, and usage method of the products. This ensures that there is no misunderstanding between the parties and helps avoid any disputes in the future.

02

## Pricing, Delivery, and Payment Terms

When creating vendor/supplier agreements, it is essential to clearly define pricing and payment terms. This should include the price of the product or service, payment methods, payment deadlines, and any discounts or surcharges. This helps prevent financial disputes and establishes clear financial relationships. It should also include clear instructions about the delivery time, place, and method.

03

## Quality Control and Dispute Resolution

The agreement should clearly define quality standards and specify what steps will be taken if the product or service does not meet these standards. Additionally, it should include the process for resolving disputes to ensure that any issues that arise in the future can be easily settled.

04

## Termination Clauses

The rules and conditions for terminating the agreement are also very important. These conditions clarify the circumstances under which the agreement can be terminated, the process for doing so, and the consequences of termination. This provides both parties with a means to avoid unfair situations.

# SERVICE LEVEL AGREEMENTS/FREELANCER AGREEMENT/CONSULTANCY AGREEMENT

Agreements do not bind us; rather, they guide us  
towards shared goals

These agreements function in various situations, each with its unique characteristics. A Service Level Agreement, or SLA, is an agreement between a service provider and a client, detailing the quality, availability, and responsibilities related to the services provided. It helps the business ensure that the service provider delivers the services according to the agreed-upon quality and timeframe. On the other hand, when a business assigns work to a freelancer, the agreement between them is known as a Freelancer Agreement. This agreement includes details about the nature of the work, deadlines, and payment terms, helping businesses establish clear relationships with freelancers and ensure timely completion of tasks. A Consultancy Agreement is used when seeking expert advice or services, and it is an agreement between a business and a consultant, covering important aspects like the scope of services, payment, and the duration of the service. These agreements protect the business and ensure clear communication between the business and its partners. This leads to smoother operations, increased customer satisfaction, and easier resolution of disputes. Understanding how these agreements work and how to implement them in your business is crucial for business owners.

01

## Performance Monitoring and Reporting

All types of agreements should clearly outline the methods for performance monitoring and reporting. This ensures that the quality and timeliness of services are regularly checked. The agreement should detail the metrics that will be used to evaluate performance and how frequently and in what format the reports will be presented.

02

## Dispute Resolution

Every agreement should clearly specify the process for resolving disputes. This provides a pre-defined mechanism for settling any conflicts quickly and effectively. The agreement should include details about mediation, arbitration, or legal proceedings as methods for dispute resolution.

03

## Amendments and Modifications

The agreement should clearly state the process for making amendments and modifications. This helps in managing any changes that may arise during the term of the agreement smoothly. It ensures that any changes to the agreement are made in writing and with the mutual consent of both parties.

04

## Termination Conditions

The agreement should describe the conditions under which it can be terminated, including the process for termination, any notice requirements, and details regarding payment for work done up to the point of termination. This ensures that if the agreement is terminated, both parties are aware of the steps that need to be taken next.

# EMPLOYEE HANDBOOK

Successful people don't do different things; they do things differently

In simple terms, this is the 'Bible' of our organization. It guides the thoughts, dreams, and the path we follow to achieve our goals. It offers a glimpse into our culture, explaining who we are, what our values are, and how we approach our work. The handbook contains all the rules and regulations that apply in our workplace. It provides clarity on what is expected from employees and what they will receive in return.

We want our employees to grow and develop, which is why the handbook details the resources available for learning and development. The health and safety of our employees are our top priorities. The handbook describes the health and safety policies that ensure our workplace remains safe and healthy. We understand the importance of balancing work and personal life, so the handbook includes details on vacation, sick leave, and other leave policies. It also outlines the tools and techniques for communication and collaboration, helping employees work better together. Additionally, the handbook explains the performance review processes that offer continuous opportunities for employee growth.

01

## Company Culture

The employee handbook should describe your company's culture. This culture forms the backbone of your organization, helping new employees understand what your company believes in, what your values are, and how you operate. Therefore, when creating it, ensure that your company's culture is presented in a clear and engaging manner.

02

## Code of Conduct

The Code of Conduct is an essential part of the employee handbook. It provides employees with clear expectations and standards regarding their behavior and professional interactions. This section includes guidelines to promote respect, honesty, and ethics in the workplace.

03

## Grievance Procedures

It is also important to outline grievance procedures. This ensures that employees know who to contact and how to lodge their complaints if they encounter any problems or concerns. This fosters an environment of open and transparent communication, encouraging employees to voice their concerns without fear.

04

## Employment Policies

Employment policies are a crucial part of any handbook. This section covers important aspects such as the terms of employment, working hours, dress code, leave policies, and behavioral standards. It serves as a clear guide for all employees, helping them understand what is expected of them and what their rights are.

# STANDARD OPERATING PROCEDURE

## Organized guidelines conquer chaos

The Standard Operating Procedure, commonly known as SOP, is a crucial tool for businesses of all sizes. It provides a clear and structured framework for daily operations, leading to increased efficiency, productivity, and quality. The process of creating an SOP involves several steps. In the first step, we need to identify the tasks that require an SOP. After that, a thorough analysis of each task is conducted, followed by drafting an initial version, reviewing it with the team, making improvements, and finally implementing it. Throughout this process, regular reviews and updates are crucial to ensure that the SOP remains current and relevant.

The benefits of an SOP are numerous. It saves time, improves the quality of work, simplifies the training of new members, and ensures continuity even when there are changes in the team. If you want to take your business to new heights, learn how to use SOPs effectively. Remember, a well-crafted SOP can be the key to your business's success.

# 01

## Clear Objectives

The first step in creating an SOP is to clarify its objectives. You need to understand what you aim to achieve through this SOP. The objectives should be clear, such as simplifying work processes, ensuring quality, or complying with safety standards.

# 02

## Detailed Process Description

It is extremely important to describe each step in detail. The SOP should explain every action, how it is implemented, the tools used, potential risks, and the measures to manage those risks. This not only helps in understanding the process but also facilitates the training of new members.

# 03

## User-Friendly Format

The SOP should be prepared in a format that is easy for the user to understand. This means using minimal complex language and technical jargon, and presenting the information in a clear, concise, and organized manner. Visual aids such as charts, diagrams, and pictures also help in understanding and make it easier to explain complex processes.

# 04

## Effective Training and Communication

The successful implementation of an SOP depends on how effectively it is communicated and how well it is understood by those who will implement it. For this, effective training sessions and communication channels are essential. Regular discussions and feedback sessions with team members regarding the SOP should also be organized.

# DISCLAIMER CLAUSE/TERMS & CONDITIONS

Every service has its limitations; wisdom lies in recognizing them

The disclaimer clause clarifies what can and cannot be expected when using our services or products. Similarly, the Terms and Conditions function as a legal agreement between our business and our customers. To create an effective disclaimer or terms and conditions, you first need to understand the specifics of your business. This includes addressing all potential risks associated with the use of your product or service. Next, write your rules and conditions in clear and simple language so that your customers can easily understand them. These documents may also include issues related to copyright, trademarks, and other intellectual property. Regularly update your disclaimers and terms and conditions, especially when you make changes to your business model or introduce new products or services. You may also consider including a simple and easy-to-understand FAQ section on your website where customers can find answers to frequently asked questions. Disclaimer clauses and terms and conditions are not just legal necessities for your business; they also enhance trust and understanding between you and your customers. By making them clear, simple, and easy to understand, you can provide better service to your customers and protect your business from legal issues. When drafting these documents, think from the customers' perspective and understand their needs and concerns.

01

## Comprehensive Coverage

It is essential to have comprehensive coverage. Your disclaimer and terms and conditions should include all important aspects. This includes the use of the product or service, privacy policies, payment terms, cancellation policies, and the protection of rights. This ensures that customers have all the necessary information related to the use of your services or products.

02

## User Accessibility

Your disclaimer and terms and conditions should be easily accessible and convenient to read. Ensure that these documents are placed on your website in a location where users can easily access them, such as in the footer or during the sign-up process. This will help customers understand their rights and responsibilities and make more informed decisions.

03

## Customization to Business Needs

Attention should be given to tailoring these documents to the specific needs of your business. Every business is unique, and so should be its disclaimer and terms and conditions. Prepare them according to your business model, the characteristics of your products or services, and the target market. This ensures that your documents address your specific risks and challenges.

04

## Legal Compliance

Ensuring legal compliance is crucial. Your disclaimer and terms and conditions should not only align with your business objectives but also comply with the legal standards of the countries where you offer your services or products. This will protect your business from any legal issues and assure customers that you are providing legally safe services or products.



# PROJECT REPORT/PITCH DECK

The real flight is yet to take off, the real noise is yet to be made

A project report is a document that provides a detailed description of our business idea, plan, costs, and potential profits. It explains how our product or service will fit into the market, who our customers will be, and how we will reach them. Additionally, it helps our investors understand how practical our business idea truly is.

On the other hand, a pitch deck is a form of presentation that we present to our investors or potential customers. It offers a concise and impactful overview of the business idea, team, product or service details, market analysis, financial forecasts, and future strategies. The primary goal is to attract investors and convince them that our business idea is worth investing in.

These documents help us present our business idea in an organized manner, giving us clarity. Investors always want to invest in businesses with a clear plan and a strong foundation, and with a project report and pitch deck, we can demonstrate this to them. These documents provide direction and guidance to us and our team. While working on our business idea, it is essential to keep these documents in mind. To become a successful businessman or startup founder, having these documents is very important. They not only help us organize our ideas but also assist in attracting investors.

01

## Executive Summary

In the executive summary, you need to provide a brief introduction to your project or business. Here, you should present your business idea, mission, vision, and objectives clearly and impressively. Make this section engaging so that the reader or investor is eager to read further.

02

## Market Analysis

In market analysis, you need to provide a detailed account of your target market, customer profile, market trends, competition analysis, and the potential position of your product or service in the market. It is crucial to show that you have chosen the right market for your business and have a deep understanding of it.

03

## Financial Projections

In financial projections, you need to present the financial aspects of your business. This includes sources of income, cost analysis, profit estimates, and investment requirements. While preparing this section, ensure that the figures are based on realistic and reasonable assumptions.

04

## Strategy and Implementation

In strategy and implementation, you need to explain how you plan to launch your business in the market, how you will establish your position in the market, and what your growth plans are. Here, you should detail your marketing plan, sales strategy, and operational plans. This section should demonstrate that you have a clear and actionable plan to make your business successful.

# Agreement & policies

## SUPPLIER AGREEMENT

THIS AGREEMENT (the "Agreement") is made this \_\_\_\_ day of \_\_\_\_, (the "Effective Date"), BETWEEN:

- (1) [COMPANY NAME], a company incorporated in [STATE/COUNTRY] with registration number [NUMBER] and whose registered office is at [ADDRESS] (the "Customer"); and
- (2) [SUPPLIER NAME], a company incorporated in [STATE/COUNTRY] with registration number [NUMBER] and whose registered office is at [ADDRESS] (the "Supplier").

### 1. GOODS AND SERVICES

1.1 The Supplier shall provide the goods (the "Goods") and services (the "Services") as described in Section 1.2 in accordance with the terms and conditions set out in this Agreement.

1.2 The Goods and Services to be provided by the Supplier include:

[Provide a comprehensive description of the goods and services to be provided by the Supplier]

### 2. PAYMENT

2.1 The Customer shall pay the Supplier for the Goods and Services in accordance with the following terms:

[Provide a detailed description of the payment terms including the amount to be paid, the payment schedule, and the method of payment]

### 3. LIABILITY

3.1 Neither party excludes or limits its liability for: (a) death or personal injury caused by its negligence; (b) fraud or fraudulent misrepresentation; or (c) any other liability that cannot be excluded or limited under applicable law.

3.2 Subject to Clause 3.1, the Supplier's total liability arising under or in connection with this Agreement, whether in contract, tort (including negligence), breach of statutory duty, or otherwise, shall not exceed the total fees paid by the Customer to the Supplier under this Agreement in the 12 months immediately preceding the event giving rise to the claim.

### 4. INTELLECTUAL PROPERTY RIGHTS

4.1 All intellectual property rights in the Goods or Services provided under this Agreement shall remain the property of the Supplier, unless otherwise agreed in writing.

### 5. CONFIDENTIALITY

5.1 Each party agrees to keep the other party's Confidential Information confidential and to use it

## NON-DISCLOSURE AGREEMENT

### PARTIES

- This Non-Disclosure Agreement (hereinafter referred to as the "Agreement") is entered into on \_\_\_\_ (the "Effective Date"), by and between \_\_\_\_ with an address of \_\_\_\_ (hereinafter referred to as the "Disclosing Party") and \_\_\_\_ with an address of \_\_\_\_ (hereinafter referred to as the "Receiving Party") (collectively referred to as the "Parties").

### CONFIDENTIAL INFORMATION

- The Receiving Party agrees not to disclose, copy, clone, or modify any confidential information related to the Disclosing Party and agrees not to use any such information without obtaining consent.
- "Confidential information" refers to any data and/or information that is related to the Disclosing Party, in any form, including, but not limited to, oral or written. Such confidential information includes, but is not limited to, any information related to the business or industry of the Disclosing Party, such as discoveries, processes, techniques, programs, knowledge bases, customer lists, potential customers, business partners, affiliated partners, leads, know-how, or any other services related to the Disclosing Party.

### RETURN OF CONFIDENTIAL INFORMATION

- The Receiving Party agrees to return all the confidential information to the Disclosing Party upon the termination of this Agreement.

### OWNERSHIP

- This Agreement is not transferable and may only be transferred by written consent provided by both Parties.

### GOVERNING LAW

- This Agreement shall be governed by and construed in accordance with the laws of \_\_\_\_.

### SIGNATURE AND DATE

- The Parties hereby agree to the terms and conditions set forth in this Agreement and such is demonstrated by their signatures below:

## FOUNDER'S AGREEMENT

This Founders Agreement (the "Agreement") is made among the founders of [PROJECT NAME] and dated [DATE].

The following individuals are hereby identified as owners of the Project ("Founders")

[FOUNDER 1] (the "First Founder"), an individual with the email address located at [SPECIFY ADDRESS]

[FOUNDER 2] (the "Second Founder"), an individual with the email address located at [SPECIFY ADDRESS]

[FOUNDER 3] (the "Third Founder"), an individual with the email address located at [SPECIFY ADDRESS]

WHEREAS the undersigned individuals herein as "Founders" have and collectively, the "Founders" are collectively acting as a team with a view to developing a business venture and related products or services substantially as described in Schedule 1 attached hereto to the "Product or Service" of the Startup; Founders agree that all related technology to the business venture is jointly owned by the Founders jointly and the Agreement

AND WHEREAS it is the intention of the Founders that upon the Product or Service is developed, or substantially developed to their satisfaction, the Founders shall form a corporation, upon the terms of the following circumstances [SPECIFY]

NOW THEREFORE in consideration of the covenants contained herein and in connection with such consideration of the business venture and all other things, and in consideration for a mutually acceptable Foreword which shall serve as the foundation for the Founders to successfully develop the Business Concept and Technology, the undersigned hereby agree as follows:

### 1. CAPITAL CONTRIBUTIONS AND EXPENSES

1.1 Capital Contribution: Each Founder hereby commits to contribute to the [SPECIFY AMOUNT] (insert Company expenses) shared by the Company as non-transferable capital contributions. The Company shall receive capital contributions from all Founders on a pro rata basis. Each Founder has no financial interest in the Company as shown in Schedule 4 attached hereto, except for the purpose of the Startup and its operations.

1.2 Additional Capital Contribution: The Founders may make additional capital contributions in the form of cash and prepaid expenses from time to time to fund the Company's ongoing capital and operating needs. The written consent of all Founders is required for any Founder to make a capital contribution. No Founder may be required to make a capital contribution except pursuant to such mutual written consent.

1.3 Expense and Budgeting: The Founders will budget for Company expenses on a monthly basis. All expenses must be approved by all Founders in writing. Any Founder may pay authorized expenses on the Company's behalf. Such Founder shall reimburse any Founder that incurs an expense related to the Startup proportionately to such Founder's Equity Contribution provided in Section 1.1.

## VENDOR SUPPLIER AGREEMENT

### Parties:

This VENDOR SUPPLIER AGREEMENT ("Agreement"), dated August 28, 2021, is made by and between Kevin Matsushita of Matsushita Steel USA ("Vendor") and Matt Scott of Salem Bicycle Frames ("Client").

In consideration of the mutual promises and covenants in this Agreement, of which the receipt and sufficiency are hereby acknowledged, the Parties further agree to the terms as follows:

### Product Offer

The Vendor agrees to deliver the following goods ("Products") in a timely, efficient, and professional manner:

ISO Certified High-Tensile and Chromoly Steel Tubing For Bicycles Frames. The total contract price will be \$150,000, and the unit price for both high-tensile and Chromoly Tubes will be \$15.

The Vendor will deliver the Products at the Client's workshop in 3844 Marcus Street, Salem, South Carolina 29676.

### Terms and Conditions

#### • TERM:

This Agreement will be effective starting August 30, 2021, and will continue in full force until its termination date which is September 01, 2022 ("Term"). The Agreement may be terminated earlier before the termination date, should the Parties decide to do so.

#### • PAYMENT:

The Parties agree that the payment of the total contract price will be made upon signing this Agreement. Payment for each scheduled delivery of the Product will be made 10 working days before each delivery. Payment for each delivery will be made electronically.

## RETURNS & REFUND POLICY

Thanks for purchasing our products! FOR SUBSCRIBING TO OUR SERVICES, or WEBSITE provided by [COMPANY NAME]

The other side of money back guarantee on all purchases made on our website, but under certain conditions. We try to put it near the conditions where we can help you, in order to ease the condition that apply to your purchase, as an example, if the product is broken.

If you are unhappy with the product that you have purchased from us, please let us know. Our Return & Refund Policy gives you [SPECIFY] days to return or exchange an item purchased online with a valid receipt. You can also return or exchange a product if you are not satisfied with the product.

After the [SPECIFY] day period, we cannot offer a refund or exchange. We do encourage our customers to try the product for 30 days. If the [SPECIFY] day after the 30-day return window, we may have some options.

If the product is returned or exchanged, all original packaging must be in the original condition, including the label and accessories. Items that are returned without the original box, or without the original packaging, will not be accepted. We will not accept returns of items that are damaged or used.

For a better understanding of our return policy, please visit our website at [SPECIFY URL].

Refunds (if applicable)

Once we have received the item and inspected it, we will refund you the amount of the purchase price of the item. We will not refund you the shipping cost of the item.

If the item is returned within 30 days of purchase, we will refund you the amount of the purchase price of the item. We will not refund you the shipping cost of the item.

If the item is returned after 30 days of purchase, we will refund you the amount of the purchase price of the item. We will not refund you the shipping cost of the item.

If the item is returned after 60 days of purchase, we will refund you the amount of the purchase price of the item. We will not refund you the shipping cost of the item.

If the item is returned after 90 days of purchase, we will refund you the amount of the purchase price of the item. We will not refund you the shipping cost of the item.

If the item is returned after 120 days of purchase, we will refund you the amount of the purchase price of the item. We will not refund you the shipping cost of the item.

If the item is returned after 150 days of purchase, we will refund you the amount of the purchase price of the item. We will not refund you the shipping cost of the item.

If the item is returned after 180 days of purchase, we will refund you the amount of the purchase price of the item. We will not refund you the shipping cost of the item.

If the item is returned after 210 days of purchase, we will refund you the amount of the purchase price of the item. We will not refund you the shipping cost of the item.

If the item is returned after 240 days of purchase, we will refund you the amount of the purchase price of the item. We will not refund you the shipping cost of the item.

If the item is returned after 270 days of purchase, we will refund you the amount of the purchase price of the item. We will not refund you the shipping cost of the item.

If the item is returned after 300 days of purchase, we will refund you the amount of the purchase price of the item. We will not refund you the shipping cost of the item.

If the item is returned after 330 days of purchase, we will refund you the amount of the purchase price of the item. We will not refund you the shipping cost of the item.

If the item is returned after 360 days of purchase, we will refund you the amount of the purchase price of the item. We will not refund you the shipping cost of the item.

If the item is returned after 390 days of purchase, we will refund you the amount of the purchase price of the item. We will not refund you the shipping cost of the item.

If the item is returned after 420 days of purchase, we will refund you the amount of the purchase price of the item. We will not refund you the shipping cost of the item.

If the item is returned after 450 days of purchase, we will refund you the amount of the purchase price of the item. We will not refund you the shipping cost of the item.

If the item is returned after 480 days of purchase, we will refund you the amount of the purchase price of the item. We will not refund you the shipping cost of the item.

If the item is returned after 510 days of purchase, we will refund you the amount of the purchase price of the item. We will not refund you the shipping cost of the item.

If the item is returned after 540 days of purchase, we will refund you the amount of the purchase price of the item. We will not refund you the shipping cost of the item.

If the item is returned after 570 days of purchase, we will refund you the amount of the purchase price of the item. We will not refund you the shipping cost of the item.

If the item is returned after 600 days of purchase, we will refund you the amount of the purchase price of the item. We will not refund you the shipping cost of the item.

If the item is returned after 630 days of purchase, we will refund you the amount of the purchase price of the item. We will not refund you the shipping cost of the item.

If the item is returned after 660 days of purchase, we will refund you the amount of the purchase price of the item. We will not refund you the shipping cost of the item.

If the item is returned after 690 days of purchase, we will refund you the amount of the purchase price of the item. We will not refund you the shipping cost of the item.

If the item is returned after 720 days of purchase, we will refund you the amount of the purchase price of the item. We will not refund you the shipping cost of the item.

If the item is returned after 750 days of purchase, we will refund you the amount of the purchase price of the item. We will not refund you the shipping cost of the item.

If the item is returned after 780 days of purchase, we will refund you the amount of the purchase price of the item. We will not refund you the shipping cost of the item.

If the item is returned after 810 days of purchase, we will refund you the amount of the purchase price of the item. We will not refund you the shipping cost of the item.

If the item is returned after 840 days of purchase, we will refund you the amount of the purchase price of the item. We will not refund you the shipping cost of the item.

If the item is returned after 870 days of purchase, we will refund you the amount of the purchase price of the item. We will not refund you the shipping cost of the item.

If the item is returned after 900 days of purchase, we will refund you the amount of the purchase price of the item. We will not refund you the shipping cost of the item.

## SAMPLE EMPLOYEE HANDBOOK [COMPANY NAME]

FOREWORD	
DIVERSITY	
• Equal Employment Opportunity Statement	
• Anti-harassment Policy and Complaint Procedure	
• Americans with Disabilities Act (ADA) & Amendments Act (ADAAA)	
EMPLOYMENT	
• Employee Classification Categories	
• Background and Reference Checks	
• Internal Transfers/Promotions	
• Nepotism, Employment of Relatives and Personal Relationships	
• Progressive Discipline	
• Separation of Employment	
WORKPLACE SAFETY	
• Drug-Free Workplace	
• Workplace Bullying	
• Violence in the Workplace	
• Safety	
• Smoke-Free Workplace	
WORKPLACE EXPECTATIONS	
• Confidentiality	
• Conflicts of Interest	
• Outside Employment	
• Attendance and Punctuality	
• Active and Ongoing	
• Electronic Communication and Internet Use	
• Social Media—Acceptable Use	

## Employee Equipment Loan Agreement

Name: [1] (Name) (Required) [2]  
Phone Number: [3]  
Address: [4]  
Email Address: [5]  
Employee ID: [6]  
Date Borrowed: [7]  
Return Due Date: [8]

The [1] Department of James Madison University is lending equipment for the purpose of [1]. In order to maintain the integrity of the department and comply with the copyright law, the following applies to employees who receive equipment from [1], including [1] and any other equipment loaned by [1].

By signing this form, I agree to keep all [1] equipment items in good condition. I agree to return them promptly to [1] by the return due date listed above. If I am unable to return the equipment by the return due date, the item(s) will be due at that time.

I am responsible for replacement costs of equipment is lost, damaged, destroyed or stolen. If I fail to return [1] equipment in good condition by the return due date, the cost of repair or replacement will be due and payable by check payable to James Madison University. Failure to pay will result in deduction from my employee pay per University Policy 4362. Any remaining uncollected balance will result in collection procedures including referral to a outside collection agency or referral to the Office of the Attorney General, Division of Debt Collection pursuant to the Virginia Debt Collection Act, Va. Code § 2-2-400 et seq. I am responsible for all collection fees incurred in collecting my employee account, which may include interest, late fees, and reasonable attorney's fees.

By my signature I acknowledge that I have received a copy of this agreement and all above listed items. I have read and understand the contract read aloud, and understand the conditions of the agreement. My signature is my commitment to adhere to these responsibilities and terms.

Printed Name: [10]

Signature: \_\_\_\_\_

[10] Representative \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## Employee Laptop Agreement Form

Employee Name

First Name

Last Name

Position/Title

Department

Job Description

Type here...

In acceptance of this device (Laptop) for usage, I agree to the terms and conditions stated below:

- I understand that I am responsible for the laptop whilst in my possession.

# Our other Publications



To get all the Booklets 📖 scan the qr code  
and join our community

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