

General Power of Attorney

- ☞ Sometimes you need to delegate your decisions to someone else – you may be going out of the country, into the hospital, etc. -- somewhere where you cannot be reached or able to provide certain decisions.
- ☞ The General Power of Attorney gives someone else the power to act in your place – as if they were you.
- ☞ Be very careful. Look what happened to the former owner of the San Francisco 49ers ... While we don't really know what happened there, it seems like something went wrong(?)
- ☞ Did I say be very careful to choose someone who is competent and in whom you can place your complete trust – this is no time for wishful thinking, use your gut and your wisdom.
- ☞ Please and end time or condition in order to terminate the powers of this document.
- ☞ The first part of the Memorandum should be completed, and distributed to the Attorney-In-Fact along with a copy of the [General Power of Attorney](#).



Date: **[Month, Day, Year]**

To: **[Name of the Attorney-In-Fact]**

From: **[Owner/Founder]**

[Company]

Subject: **General Power of Attorney**

Attached is a “General Power of Attorney” appointing you to act in my place as my *Attorney-In-Fact*.

You will have my full authorization to act on my behalf.

I believe that it embodies everything we discussed.

Please read the agreement carefully.

We recommend that you also have it reviewed by your own qualified legal counsel.

Time is of the essence.

Please sign and return it to me asap.

Thank you very much!


From JIAN

NOTICE:

We wish we could provide an agreement that was tailored *exactly* to your business. While this is not always possible, we feel that we've come very close and that this document provides you with the head-start that you need to get your deal moving. Nevertheless, we must make this disclaimer:

- 🔊 **Do Not Use This Agreement 'As-Is.'**
- 🔊 **This Agreement Is Not Legal Advice.**
- 🔊 **Read it Thoroughly and Make All Appropriate Changes to Fit Your Requirements.**
- 🔊 **You Should Have this Agreement Reviewed and Approved by a Qualified Attorney at Law Before Using It.**
- 🔊 **JIAN Accepts No Liability for the Effectiveness of This Document For Your Purposes.**

Free Access to Attorneys, Accountants & Consultants in Your Area

We're building a network of  business experts who are eager to help you when you need it. They can review your work, make suggestions, handle unique situations and introduce you to influential people. On our website you can search by expertise and location, then e-mail or jump straight to their website. Although they are professionals and charge for their services, most offer an initial consultation free of charge. They're in your area and you can contact them directly.


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Ongoing Update Service Keeps You Current


Things change, laws change, the world changes... new ideas come along all the time. When you register, you can access our website to get updates and changes... like new and improved spreadsheets and documents. They can be downloaded directly to your computer.

- Please visit our website under [Updates](#).
- Remember to bookmark our website: www.JIAN.com

Editing Your Sample Contract

Since this entire agreement is formatted in Word, you can edit it like any other Word document. You can jump from variable to variable by clicking the above  green arrows (JIAN Menu) which will take you forward / backward and highlight the entire sample text identified within the “[]” brackets – simply edit / type-over with your information.

To make sure you have filled in all the variables, use Word's 'FIND' function to locate any “[]” which may contain an unedited variable.


- Click the  icon in the JIAN menu above to turn the expert comments on/off.
- Upon completion, delete any unnecessary blank lines that remain.
- You may format this document any way you like.
- Delete this page.

General Power of Attorney

- ☞ Section 1 sets forth the specific appointment of your Attorney-In-Fact (the person to whom you are granting the powers set forth in this Agreement) as well as your and the Attorney-In-Fact's names and addresses.
- ☞ Insert the appropriate names and addresses.

Effective Date: **[Date]**
Principal **[Owner/Founder]**
Residing at [Address]
 [City], [State] [Zip Code]

And

Attorney in Fact  **Attorney-in-Fact**, “Attorney”
Residing at [Attorney-in-Fact Address]
 [City], [State] [Zip Code]

1. Appointment of Attorney-In-Fact

I grant the above named person the power of attorney to act on my behalf as my lawful Attorney-In-Fact and to perform any and all acts that I could perform if I were personally present.

2. Term

- ☞ We suggest inserting an automatic termination date or event...

Attorney shall be authorized to perform in my place until [Date / I am discharged from the hospital / upon clearing Customs upon my return to the USA]

3. No Limitation on Attorney's Powers

- ☞ While this Agreement sets forth some specific examples of the powers that you are granting to the Attorney-In-Fact, it is not meant to be a complete list. Rather, it lists a few of the possible scenarios where the Attorney-In-Fact may act on your behalf.

I intend to give my Attorney the fullest powers possible and do not intend, by the enumeration of his powers to limit or reduce them in any fashion.

4. Enumeration of Attorney's Powers

- ☞ Following is a list of just some of the powers that you are granting to the Attorney-In-Fact.

Among the powers granted to my Attorney are:

- Xxx
- Xxx
- xxx

5. Receive Goods & Money

- Basically, you are giving your Attorney-In-Fact the right to collect money or goods due you; furthermore, you are giving him the right to pay amounts due to others by you.

5.1 To demand and sue for and recover and receive all debts, rents, interest, money, goods, and chattels due to me or that may become due to me or which belong to me or to which I may be entitled to possession. In connection with these powers my Attorney-In-Fact is authorized to execute and deliver receipts, releases, and discharges. My Attorney is also empowered to make, endorse, accept, or deliver in my name or his name commercial paper, Agreements, and other instruments that he deems necessary to carry out the powers granted to him by these presents.

6. Conduct Business

- You are giving your Attorney-In-Fact the power to operate your business. That includes paying debts, entering Agreements, employing staff, and giving others a power of attorney to act on his or your behalf.
- Enter the name of your business, the trade name under which it operates, and its principal place of business.

To carry on the business of [Company Legal Name] presently conducted by me under the trade name “[Company]” at [Address], [City], [State] [Zip] [Code]. In connection with the conduct of my business, my Attorney may recover all debts due or that become due to the business, pay all debts that the business may owe or which may become due to others, enter into Agreements and other written instruments, employ people to further the conduct of the business, pay all taxes due from the business, and do all other acts that my Attorney deems necessary to carry on the business.

7. Appear in Action & Suits

- You are giving your Attorney-In-Fact the right to answer and appear on your behalf and settle any lawsuits in which you may be or become a party.

To appear, answer, and defend all actions and suits that may be brought against me in my name, and in my stead, to compromise, settle or adjust them or any other claims against me in any manner that my Attorney deems appropriate.

8. Sell, Transfer, or Purchase Securities

- The Attorney-In-Fact may purchase or sell stocks and bonds on your behalf.

To purchase, sell, or transfer stocks and bonds of any kind in my name or that of my Attorney and to execute and deliver any instruments required in connection with the purchase, sale, or transfer.

9. Manage Real Estate

- S/he may purchase, sell and manage real estate on your behalf.

To take possession of any real estate that belongs to me or to which I may be entitled to possession and to receive any rents or profits that may be due from the real estate. In connection with these powers, my Attorney is empowered to enter into new leases for any term, renew or extend existing leases for any term, and to sell, convey, or mortgage any real estate affected by these presents. My Attorney is also empowered to commence and prosecute for me and in my name any suits or actions for the recovery of the possession of any real estate belonging to me or to which I may be entitled and for the rents and profits due from such real estate or from any other real estate that is the subject of these presents.

10. Appoint Other Attorneys-in-Fact

🔊 Lastly, he may appoint other Attorneys-In-Fact who would have whatever powers, up to those of his own, to act on your behalf.

To constitute, appoint, and authorize in my Attorney's place and stead with full power of revocation other attorneys-in-fact for me to exercise any or all of the powers granted to my Attorney by these presents.

Understood, Agreed & Approved

🔊 You should sign this Agreement in the presence of a Notary Public.

Principal

Witness



Witness

Notary Public

In witness of this, I have set my hand and seal

Date

Notary Public

State of [state]

ss#:

County of [county]

The above named, being first duly sworn on oath, say: That he / she has read and knows the contents of this document and that the document is true to his / her knowledge, that he / she did sign and seal the

above document and that the signing and sealing are his / her free act and deed.

Principal

Before me, the undersigned authority, personally appeared, who after being duly sworn, acknowledged execution of the preceding instrument.

Sworn to and subscribed before me this [Month, Day, Year].

Notary Public:

My commission expires:



Address