

# Client Agreement



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## How did you find us?

- Check all:  [www.designresumes.com](http://www.designresumes.com)  
 89Q Radio  LinkedIn  Twitter  
 Jason Alba / JibberJobber  FaceBook  
 City Pages  Get with the Program  
 Google: Search Terms: \_\_\_\_\_  
 Yellow Book  Verizon Phonebook  
 SuperPages  Other \_\_\_\_\_  
 Referred \_\_\_\_\_

**I, Client, authorize Design Résumés to create career marketing communications and/or provide career services.** Payment to be made via online billing, PayPal, or other method agreed by Design Résumés.

1. **Cancellation Policy:** Client understands fees are for services & resources provided and cannot be cancelled or refunded. Full Payment is required prior to project start, including any partner services.
2. **Collaboration:** Client agrees to participate in an interview-based project. Client guarantees personal data and career specifics are truthful.
3. **Project Deadlines:** Client understands Design Résumés will work in good faith to create & design quality résumé(s), career marketing communication materials, and/or provide career services. Completion will be in a timely manner, subject to acts of God, mechanical failure, or circumstances beyond our control.
4. **Marketing:** Client realizes résumés must be marketed properly to produce interviews.
5. **Electronic transmission:** Constitutes legal delivery of project or services.
6. **Formatting for Client computer:** Résumés are created in MS Word. Fonts are dependent on Client's printer & software settings. When Client opens file on client's computer, settings default to client's settings.
7. **Review Period:** 20 business days. Contract provides for ONE revision. Review carefully and notify Design Résumés of revisions. Client may show project to others, who may recommend an approach not suitable for client or may not be aware of current resume strategies, but we will review all comments.
8. **Laser prints:** If delivered, Design Résumés will revise & reprint original number of résumé prints at no additional charge during the 20 business day review period.
9. **Errors:** Design Résumés is not responsible for errors on client originals or errors after proof approval.
10. **Revisions:** Client revisions after proof period are prorated at hourly rate – presently \$100/hour.
11. **Payments: Make checks payable to Design Résumés.** Fee of \$34.00 for returned checks is assessed and client agrees to pay any collection fees. **Credit/debit card:** Client authorizes Design Résumés to charge Client's Visa, MasterCard, or Discover account upon signature on this contract or electronic payment via QuickBooks or PayPal. Telephone authorization is a legal agreement.
12. **Tax Deductions:** Fees may be tax deductible, check with your accountant.

Client Name (Print) \_\_\_\_\_ Address \_\_\_\_\_ City / State / Zip \_\_\_\_\_ Birth date \_\_\_\_\_

Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ E-Mail \_\_\_\_\_ Occupation /Field \_\_\_\_\_

## CLIENT SIGNATURE

## DATE

Signature must be on file and payment made prior to project start. Please e-mail or mail agreement if selecting to work virtually.

**Optional Permission to Use:** I [the client] give permission to Design Résumés to submit this résumé for:

**(Check those items you allow Design Résumés to use & sign below)**

1.  **Samples** – used in-house in our marketing sample book to allow others to see a successfully created résumé.
2.  **"I Worked with Julie" Blog Posts** - individuals may be selected to participate in an interview-based blog post.
3.  **Promotional purposes – Fictionalized** used as classroom, website, or presentation samples. ALL identifying data, i.e., name, address, phone, city, company, and educational institutions are changed to camouflage identity.
4.  **Publication – Fictionalized (i.e. America's Top Résumés; Expert Résumés for Engineers):** ALL identifying data, i.e., name, address, phone, city, company, and educational institutions will be changed to camouflage identity.

CLIENT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_