

**A FLAIR FOR WRITING**  
**Resume Policy and Procedure**

**PRICES**

**Resume Questionnaire (No consultation unless requested, charged at \$60 per hour)**  
**All Resumes are one page - \$245, Return E-Mail - \$5 = \$250 Total**

**Phone Interview**

All Resumes are one page - \$245 plus return e-mail fee and consultation time at \$60 per hour.

(With 5 copies if able to arrange pickup.)

To Purchase On Disk Or CD - \$10

To E-Mail - \$5, No charge for e-mail if disk is purchased.

**Updates**

Up to \$125, depending on amount of work

\$60 per hour - To change resume form/style

Cover Letters - Initial Cover Letter -\$75

Additional Letters - \$10 each with matching typed envelope

10% discount is applied to over 5 letters at one time.

All additional copies of resumes are \$2.00 each. Pick-up service is preferred.

**PROCEDURE AND AGREEMENT**

**Phone Interview:**

Payment is due by check or Paypal following consultation.

**Resume Questionnaire:**

**Payment is due with completed forms.**

Once check, money order, or PayPal transaction is received, the completed work will be e-mailed.

Any resume/letter **paid for in full** can be faxed, e-mailed, or picked up at client's convenience. No resumes or letters are printed until client has seen completed work by fax, e-mail or pick-up. No material will be faxed, mailed, or e-mailed before full payment.

The client is entitled to one free revision within 14 days (adding, changing, or deleting words), prior to the final printout of resume/letter and copies. Additional revisions are charged at the rate of \$60 per hour. To change form or style once resume is completed, requires additional interview and work time, and will be charged at the rate of \$75 per hour. Because of the significant time and effort involved in interviewing and writing, there will be **no refunds**. After reviewing resume/letter, clients are responsible for arranging to pick up all materials and for any balances owed within 7 days. Consultation time is charged at the rate of \$60 per hour. I have read the above and understand the terms of this agreement.

Name \_\_\_\_\_

Date \_\_\_\_\_

By signing electronically, both parties agree the signature is legally binding.