

**Executive Decisions Search Group**

**RESUME SERVICES AGREEMENT**

NAME:

ADDRESS:

CITY, STATE ZIP:

TODAY’S DATE:

PERSONAL EMAIL:

PREFERRED PHONE NO:

Please take a moment to tell us how you heard about our services. Thank you!

□ Referred by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ □ Google Search □ Yelp □ Previous Customer – Welcome Back!

□ Yahoo Search □ Yellow Pages □ LinkedIn □ Execdecisions.net □ Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Resume Services**

All Resume Packages include an Assessment Interview, unlimited revisions over a 2 week period, final documents emailed in Word and PDF, Cover Letter, and tips on interviewing and getting the most mileage out of your professionally written resume.

 **Executive and Professional Resume Package** – Chronological Resume – up to 3 pages $495

 **Technical Resume** **Package** – Technically focused Resume $495

**Resume Update** – Prior EDSG customers only. Rate estimated by writer. $100 - $200

**Expedite Fee**- (2 to 3 days delivery) $100

**Additional Services**

**Customized Cover Letter** $50

**LinkedIn Profile -** with Resume Package $100

**LinkedIn Profile -** without Resume Package $150

**Biography** – Executive Biography with Resume Package $100

**References Page** – 3 to 5 References $25

**Payment**

Payment in full is required prior to Assessment Interview for all orders under $200. For orders more than $200, a $200 deposit is required prior to Assessment Interview. Balance is due in full when draft is submitted. EDSG accepts Visa, Mastercard, personal checks, and PayPal.

**Agreement**

It is the goal of Executive Decisions Search Group (EDSG) to produce the highest quality product possible based on information provided by the client. In order to achieve that goal, prompt response by client is required. Client directs EDSG to complete the above requested work pursuant to the following guidelines:

Client agrees to provide all necessary information to complete task(s). Upon receipt of this information, EDSG will make a best faith effort to provide, within ten (10) business days, an initial draft version to be approved by client prior to finalizing.

A deposit of $200 is due before the Assessment Interview. The remaining balance is due, and EDSG is authorized to collect all remaining charges upon submission of the initial draft to client. A $40.00 charge will be assessed for checks that are returned for any reason.

EDSG is not responsible for errors in content or typing. Any requests for change must be made and communicated to EDSG (either in writing, by email or phone) within fourteen (14) days of EDSG sending the draft version to client. Any changes thereafter will be considered an update and billed pursuant to the applicable rates as quoted above.

I hereby accept full responsibility for the accuracy, content, and format of the contracted work. In no event will EDSG be liable for damages as a result of the work product. All monetary loss will be limited to the actual cost of services provided by EDSG.

I understand and acknowledge these terms and conditions and grant EDSG permission to complete the task(s) requested based on the information I have provided.

Client Signature: Date: