

RESUME SERVICE WORKSHEET

PLEASE READ CAREFULLY:

We want you to be completely satisfied with your resume. In order for us to do that, please fill in the information below. You should also understand that you will be paying in advance for the resume and that there will be no refund for any reason. You should proof read your resume before you accept it. We will be glad to make any changes or corrections before you accept it. Otherwise, you will be charged for changes after acceptance.

FREE TheJobNetwork POSTING

In addition to the printed copy of your resume, at no additional cost to you, we will create a profile for you and place your resume on The Job Network website where thousands of potential employers will be able to review it. You will receive the account information and be able to login and update your profile. You can also post a new resume. You can even choose to receive email notifications from the employers. If you have any questions concerning The Job Network, please ask a sales representative.

Please sign here if you agree to this free service: X
(Signature required for TJN online resume posting)

CUSTOMER INFORMATION

Name: _____ Home or Cell Phone: _____
 Address: _____ Work Phone: _____
 City, State, Zip Code: _____
 Special Instructions: _____

CHARGES

1 Page Resume and 20 Copies		\$40.00 = \$	_____
2 Page Resume and 20 Copies		\$50.00 = \$	_____
3 Page Resume and 20 Copies		\$60.00 = \$	_____
Additional Copies \$.50 each page (\$5.00 Minimum)	_____ Copies	@ \$.50 = \$	_____
Cover Letter or Reference Page: \$5.00 per page	_____ Pages	@ \$ 5.00 = \$	_____
Changes: 20.00 per hour (\$5.00 Minimum)	_____ Hours(est)	@ \$20.00 = \$	_____
Consulting: \$30.00 per hour	_____ Hours(est)	@ \$30.00 = \$	_____
Rush Job (Less than 24 hours delivery time)		@ \$15.00 = \$	_____
Other Charges: _____		= \$	_____
The Job Network		\$0.00 = \$	Free!!!
	Sub-Total	\$	_____
	Tax	\$	_____
	Total (Payment due in advance)	\$	_____

I have read and understand the above, and agree to all charges indicated.

Customer Signature: _____ Date accepted: _____
 Customer Initials: _____
 (When resume is accepted)

Company Use Only:	
Date & Time received: _____	File Name: _____
	Received by: _____