



PREP YOUR PATH

Career Development for Students

Date: **XX-XX-XX**
Parent: **Name**
Email: **Address**
Cell: **Number**

Candidate: **Name**
Email: **Address**
Cell: **Number**

CONTRACT AGREEMENT

SERVICE

Prep Your Path agrees to provide a **[High School or College or Recent Grad] Resume Writing Service** for **[Candidate Name]** (Candidate). This includes up to one “core” and two “targeted” resumes in both Microsoft Word and PDF. Parent and Candidate will work exclusively with Anne Finnegan, CPRW (Certified Professional Resume Writer).

FEES

The fee for a **[High School or College or Recent Grad] Resume Writing Service** is **[\$200 or \$250 or \$300]**.

Service begins once Parent or Candidate has signed the PREP YOUR PATH CONTRACT AGREEMENT and provided a **\$100 deposit by credit card or PayPal**. Final payment is due upon project completion. Parent or candidate may cancel service at any time. However, **no refunds** are permitted once deposit or final payment has been processed.

If Candidate requires additional targeted resumes (also provided in both Microsoft Word and PDF), the fee is \$50 each. The fee for making changes after final payment have been received is \$50 per hour, with a \$25 minimum.

PROCESS

Prep Your Path strives to complete resumes within 3—14 days of the start date of service, including 1—2 days for professional proofreader services to check for typographical and grammatical errors.

- Resume Content:** To ensure that information is collected effectively and efficiently, Parent or Candidate agree to:
 - Provide a current resume and review the *Prep Your Path Candidate Questionnaire* in a timely manner
 - Provide 2—5 online postings or written summaries of targeted search opportunities
 - Participate in telephone or email discussions as needed to review objectives, experiences, and resume drafts
- Drafts:** Parent and/or Candidate receive the first draft of a “core” or “targeted” resume within 1—3 days of receipt of the resume content information. It is essential that Parent and Candidate provide feedback to edits in a timely manner to ensure completion of all resumes on schedule. Failure to respond may result in project termination and loss of deposit.
- Follow-up:** After receiving final resumes, Parent and Candidate may follow up reasonably with questions at any time.

TERMS

Parent and Candidate agree to assume responsibility for 1) the accuracy of all information on final resumes, 2) the accuracy of final editing and proofreading, and 3) personal actions and outcomes that result from services provided by Prep Your Path LLC.

By engaging with Prep Your Path LLC, you maintain that they have read, understood, and agree to abide by the conditions in the *Terms & Policies* on the website — www.PrepareYourPath.com/services-fees-policies-terms.html.

ACKNOWLEDGMENT

Your signature below constitutes acceptance of this PREP YOUR PATH CONTRACT AGREEMENT.

Thank you for your business. We look forward to working with you. Please contact Anne Finnegan if you have any questions.

Prep Your Path LLC
Anne Finnegan Cell: (914) 263-1759 | Work: (914) 305-1943
Anne@PrepYourPath.com | www.PrepareYourPath.com

By: Prep Your Path LLC

Anne C. Finnegan

Anne C. Finnegan

XX-XX-XX

Date

By: Parent or Candidate

[Parent Name] or [Candidate Name]

Date