



Agreement

TO OUR CLIENTS: By becoming a client company of **QMK Career Solutions, LLC**, you are choosing a highly-customized and personal resume writing service. The services provided are focused on helping our clients present their abilities and talents to hiring authorities and to demonstrate their personal skills, work-history, and marketability permit. Our firm has one goal: to be a more empowered job seeker, confident in qualifications, articulate value, and prepare to outperform the competition.

TERMS AND CONDITIONS

JOB SEARCH RESPONSIBILITY

The client agree's that while **QMK Career Solutions, LLC.**, provides the best available tools, ideas, advice, and commercially available data, we cannot be responsible for changing market conditions, job posting changes or a client's own aggressiveness, attitude and willingness to implement their action plan. Ultimately their success in the job market is solely their responsibility. PLEASE TYPE or PRINT YES IN THE APPROPRIATE BOX INDICATING YOUR ACCEPTANCE OF THE TERMS OF THIS AGREEMENT

RESUME WORKSHEETS:

The client agrees that if they are having a resume prepared by **QMK Career Solutions, LLC** that they will complete their resume worksheets within 10 calendar days of the date of this agreement. The reason we do this is to balance the work load and to maintain our level of personalized services exerted in preparation of each resume package. If the client fails to complete the worksheets and submit them within the 10 day period, a non-refundable fee equal to 50% of the package fee will be forfeited by the client. TYPE YES IF YOU AGREE

TARGET COMPANY AND JOB DEVELOPMENT RECRUITER CALLING: We will call up to the number of specified companies in the packge list. Should the number of target companies agreed upon to be provided be less than the number indicated in you sales agreement due to job specifics, geographical or other constraints beyond the control of FEC Enterprises, Inc., no pro-rated refund will be available. TYPE YES TO ACKNOWLEDGE AGREEMENT

GENERAL REFUND POLICY:

If for any reason, you decide to exit this agreement, you will notify **QMK Career Solutions, LLC.**, of your decision in writing. If applicable to the plan you purchased, upon receiving said notice, all consulting time, research, planning and administrative and recruiting hours spent to that point in time will be billed at \$150.00 per hour. All time spent is billed in increments of 30-minutes. **QMK Career Solutions, LLC.**, fees accrued at the time of your notice that are in excess of the total contract amount will be waived. Likewise, any refund money owed will be sent in the form a refund to your initial method of payment within 30 days notice of cancellation of services. TYPE YES TO AGREE

NOTICE TO CLIENT

After signing this contract, should you decide that you do not wish to purchase our resume writing services, you may cancel this contract by notifying us by midnight not later than the third business day after the date on which you sign this contract. The email notice must be sent to info@qmkkareersolutionnc.com. **NO VERBAL OR WRITTEN PROMISE OR GUARANTEE OF ANY JOB OR EMPLOYMENT IS MADE OR IMPLIED UNDER THE TERMS OF THE CONTRACT.**

Client Signature: _____

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I have read this agreement in its entirety and agree to the terms outlined above. The duration of the agreement is six months. I hereby acknowledge receipt of this document. By my typing YES, either in capital letters or lower case letters, I am signifying that this electronic contract is valid and is agreed to by me personally. I have read all terms and conditions of this agreement and indicate my approval by typing YES in the following box:

DATE: _____

Client Name: (type name) _____ Client Phone: _____

Client Address: _____

Client Email: _____

SERVICES PROVIDED UNDER THIS AGREEMENT ARE AS FOLLOWS:

Securing a new position can be an unnerving and disconcerting venture. At QMK Career Solutions, LLC we understand the nature of this effort and the problems associated with the struggle.

Here is our practical action plan. Each client is somewhat different and so we design a customized plan accordingly. We are agreed upon the following job search objectives:

- Shorten job search
- Target the right companies
- Secure the job that meets the candidate's needs
- Capture the best compensation package

To accomplish these goals, here is what we will provide to you. Services are included based on the package you purchase.

Document package \$675:

1. Professionally crafted resume written by Quanita Roberts
2. Custom-written cover letter
3. Resume provided in WORD, PDF and stored in QMK Career Solutions LLC's file for future use
4. Thank you letter
5. Email template to recruiters
6. Interview follow-up letter
7. Professional reference letter

Success Package \$900 (include 1-7):

8. LinkedIn profile update
9. 1hr. career coaching session

Interview Readiness Package \$1200:

10. 1hr. job search and interview strategy coaching session
11. Interview tip sheet and 30 day challenge calendar – helps keep focused and track job search progress
12. Interviewing Skills Assessment – helps us understand where to help you in this critical phase of the process
13. Professionally crafted resume written by Quanita Roberts
14. Custom-written cover letter
15. Professional reference letter
16. Resume provided in WORD, PDF and stored in QMK Career Solutions LLC's file for future use

Client Signature: _____

Career Transition Package \$2500:

17. Professionally crafted resume written by Quanita Roberts
18. Resume provided in WORD, PDF and stored in QMK Career Solutions LLC's file for future use
19. Interview tip sheet and 30 day challenge calendar – helps keep focused and track job search progress
20. Custom-written cover letter
21. Distribution of your resume to thousands of recruiters in multiple send-outs
22. Email template to recruiters
23. LinkedIn profile update
24. Professional reference letter
25. 4 one-on-one career coaching strategy session
26. Career values workbook – helps you understand the values you bring to any employer
27. Weekly Action Plan developed with specific goals for each phase of the search (4 weeks)
28. Remain a client in good standing and you can use our services anytime during a 2-year period. If you change jobs again, come back, discuss your strategy, get some guidance, have your resume updated and implement your adjusted and self-directed strategy.

Client Signature: _____