

Client Agreement



Resumes By Anne

-Custom Resumes, Bios & Career Portfolios-

General Business Terms for ALL Clients of Resumes By Anne, Updated 2026

Agreement to Perform Resume Consulting/Update Services for [Client Name]

Date	Services Performed By:	Services Performed For:
[Date]	Resumes By Anne annesresumes@gmail.com (804) 306-9261	[Client Name] [Client Address] [City, ST ZIP Code]

Typical Service Timeline:



Payment Terms:

[Client Name] agrees to pay quote of \$_____.

Deposit of 50% is due at time of order. Work will not commence until deposit is received. Services are not cancelable or refundable once ordered. Final invoice will be sent with completed package. Documents will remain watermarked and secured until final payment is received. Payments received after 10 days will be subject to a late fee (+ 20% of total owed). Cash and Credit/Debit Cards accepted.

Client Acknowledges:

Resume packages are intended to assist with job searching and promotion; Resumes By Anne can in no way guarantee employment. Resumes By Anne is not responsible for safekeeping of original materials, final proofing of documents, errors and omissions, technical support, or software formatting issues. Package documents are cloud-stored; however, advanced support, future updates, minor/major revisions, and special requests will be made at service provider's discretion. Permission is given to Resumes By Anne to utilize client photo(s) and/or information for the purpose of display samples unless otherwise noted; personal information will be amended to maintain privacy and anonymity.