



www.cimapr.com

Master Services Agreement

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PROJECT SCOPE & CONSULTATION: Your résumé or document will be prepared based on information provided at time of price quote. If additional or new information is introduced after the final revision is accepted, additional fees for consultation, writing, or revisions may be applicable.

PROOFREADING: Clients receive proofreading instructions with proof copy and are asked to check all data for accuracy and completeness. If corrections are needed, clients are asked to forward them via e-mail. If an error is found after printing, client agrees to pay additional printing costs. CIMA Services is not responsible for errors or omissions that are "missed" during the proofreading process.

REVISIONS: Up to 2 (two) sets of revisions (based on original material provided) are included in the quoted fee. If you wish to make discretionary revisions or more than two sets of revisions, additional writing, rework and/or consultation, additional fees may apply (\$5 minimum charge).

ELECTRONIC FILES & DISK COPIES: CIMA Services cannot guarantee the compatibility of computer files with client systems or that documents will retain their original formatting features. You may purchase a copy on disk for \$10.00, but please note that CIMA Services does not provide technical support on document formatting and cannot guarantee system compatibility or the successful transfer of formatting features.

PROJECT TIMELINE: Please allow CIMA 4 business days for one to two documents. CIMA packages may take longer than 4 business days because of all the documentation that is written for you. Your response to emails and telephone calls is crucial to the time frame we quote you. If it has been more than 4 business days for one to two documents to be written due to lack of cooperation or response from you, an email will be sent to you stating that the time frame will be changed to 5 through 10 business days. There will not be any extra charges to you; just a delay in handing you the final documents by the time frame agreed upon. Unless other arrangements are made, client agrees to the final copy of the résumé (or document) or accepts work as written within 30 days from date on invoice.

PAYMENT & REFUND POLICIES: Payment is accepted via PayPal (Visa, MasterCard, American Express, Discover, Bank Debit or Credit Card) or money order with project order. Final copies are sent to you via email. Fees are not refundable if edits are submitted or you sign off on the final copy of your résumé. Approval of copy must be sent in writing for your résumé to go to print. We make no express or implied guarantees of employment. Your marketing and quality of your interviewing is solely your responsibility. We will help you look good on paper but it is up to you to secure a position with a company. If in 45 days of your active job search you have not received any feedback from potential places of employment, we will rewrite your résumé (or document) at no cost. You must submit to us via email that you have not been successful during your active job search. You must also submit to us all of the jobs you applied for including newspaper or links to the job announcement in order for us to proceed

I have read the project agreement above and agree to the terms:

I \_\_\_\_\_ authorize payment to CIMA Services in the amount of:

Your Name Here
Price: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please email to: Lucy@cimapr.com or Fax to: 787-825-1814
Lucilla Feliciano
Résumé Writer & Job Search Consultant, CIMA Services