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| L. Smith Resume Services & More |

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|  | Online Service |  |
|  | 757-600-1770 |  |
|  | Info@lsmithsvs.com |  |

Clients,

Thank you for selecting me to write/revise your resume**.**

\* **Instructions: To initiate the process of building your resume, please send the information requested on the questionnaire. Please read and answer each item thoroughly to avoid potential delays in drafting your new resume. If no resume, provide job experiences/volunteer work or any skills on the intake form.**

**Once completed, kindly send the accomplished worksheet together with your current resume and other supporting documents to the following email address:** [**info@lsmithsvs.com**](mailto:info@lsmithsvs.com) **In addition, please go to the website “booking” tab and reserve a spot-certain service that requires a down payment which goes towards your final payment.**

Typically processing time is 3-5 business days based on workload & when received. *You can request to be prioritized; however, the processing time will be 1-2 business days (extra fee). Military veterans receive 15% OFF.*

Services do include PDF/Word Doc resumes: (no additional charges). After paying for your service, you will have 3 months of any service at half price.

**Communication** is done through email/phone or any platform used from initial contact. Once the resume has been revised, a “draft resume” will be emailed to the customer for review. During the review phase, you will inform me if you would like any additional changes.

**Final step:** Once you’re satisfied with the resume; I will move forward to finalize the resume and send the final copy.

**Payments:**

An invoice is sent to (customer’s email) once the draft is initiated and customers have 2 business days to pay. Payment options will be listed on the invoice.

Any questions, please contact me @ ***757-600-1770*** or ***info@lsmithsvs.com***