



THE PROCESS

- 1. Content Development**— A 30-minute consultation with one of our career service managers, in which we gather additional information about your professional brand, including your background, career history, skills, accomplishments, and goals.
- 2. The Production**— After the content development meeting, your resume and meeting notes will be reviewed and assigned to one of Employment BOOST's professional resume writers. Once the first draft of your resume is completed (usually within 5 business days unless purchased as a RUSH order), you will receive an e-mail with the first draft of your resume and an opportunity to provide revisions.
- 3. The Revisions**—After you've reviewed the first draft of your resume, please note and communicate any changes that you require. Please note that this is a collaborative process and it is important for you to contact us accordingly.
- 4. Approval**—Once the final draft is approved on your behalf, our expert resume writing team will review your resume to ensure it meets the current industry standards and Employment BOOST guidelines.
- 5. Finalization**—Your resume will be proofed and finalized accordingly. The finalized documents will be submitted to you in Microsoft Word and .PDF format. You will also receive a "Search Engine Optimized (SEO)" version in Microsoft Word & .PDF to ensure your resume makes it through Applicant Tracking Systems (ATS) when you begin your job application process online.
- 6. Additional Services** - Cover Letters, Thank You Letters, LinkedIn Profiles, etc. – Additional services are completed after the final version of your resume has been approved by the client. Cover letters, thank you letters, LinkedIn profiles, etc. will be started after your final resume is approved.



Terms of Service

Please review the below terms and conditions before submitting your order. If you agree to the below terms and conditions, click the "I Agree" button at the bottom and your order will be submitted for processing.

TERMS OF SALE

Last modified/Effective Date: February 1, 2015

These Terms of Sale (these "**Terms of Sale**") constitute a binding legal contract between you and EMPLOYMENT BOOST LLC, the owner and operator of employmentboost.com website (the "**Website**"). By ordering any services or accessing materials (the "**Services**") via the Website, you signify your acceptance of these Terms of Sale, as it may be amended or supplemented from time to time. Changes to these Terms of Sale will be effective when posted.

Order Acceptance Policy

You may place your order on our Website at any time (subject to any planned or unplanned periodic downtime). Your receipt of an electronic or other form of order confirmation does not signify our acceptance of your order, nor does it constitute confirmation of our offer to sell. EMPLOYMENT BOOST LLC reserves the right at any time after receipt of your order to accept or decline your order for any reason. EMPLOYMENT BOOST LLC reserves the right at any time after receipt of your order, without prior notice to you, to supply less than the quantity you ordered of any item. We may require additional verifications or information before accepting any order. You are responsible for all fees and taxes, such as sales or use tax, applicable to the purchase of the Services from EMPLOYMENT BOOST LLC.

No Refunds

Once you have accessed Services or content via the Website, as applicable, your order cannot be canceled. All Sales are final. No refunds will be made. Any disputes must be resolved first by contacting the EMPLOYMENT BOOST LLC Customer Support by email resumesupport@employmentboost.com . Upon review of your request, an EMPLOYMENT BOOST LLC representative will give you direction.



Payments and Disputed Payments

EMPLOYMENT BOOST LLC does not accept checks, drafts, or money orders for orders submitted through the Website. We accept major credit cards through the ecommerce merchant services provided on our Website. You will bear all costs associated with a disputed credit card charge which results in an action from our merchant account provider, otherwise known as a “chargeback”.

Pricing; Shipping; Pricing Errors; Other Errors

Prices offered on the Website are quoted in U.S. Dollars (unless otherwise indicated for international sales). Such prices do not include shipping and handling less otherwise noted, expedited service, or sales taxes, if applicable, which will be added to your total invoice price.

If the amount you pay for an item or Service is obviously incorrect, regardless of whether it is an error in a price posted on this Website or otherwise communicated to you, then we reserve the right, at our sole discretion, to cancel your order and refund to you the amount that you paid. This policy will apply regardless of how the error occurred.

Order Status

Once you place an order, EMPLOYMENT BOOST LLC will send you confirmation within 3-5 business days and provide you with an order confirmation number. When your order is shipped, EMPLOYMENT BOOST LLC will send you a shipment confirmation with the shipping carrier tracking number, if available. By placing an order with EMPLOYMENT BOOST LLC, you consent to receive email from EMPLOYMENT BOOST LLC regarding your order and service offerings. You can always contact us at if you have any questions concerning your order at resumesupport@employmentboost.com .

WARRANTY EXCLUSION

THE SERVICES ARE PROVIDED ON AN “AS-IS, WHERE IS” BASIS WITHOUT ANY WARRANTY EXPRESS OR IMPLIED. ALL WARRANTIES ARE EXCLUDED. ADDITIONALLY, YOU ACKNOWLEDGE THAT EMPLOYMENT BOOST LLC’S



LITERATURE AND PRODUCT INFORMATION DO NOT CONSTITUTE WARRANTIES.

Although EMPLOYMENT BOOST LLC strives for 100% accuracy within its publications, there is no warranty or guarantee implied or otherwise to the contents within the publications accessed on the Website. You are responsible for careful proof reading of all resumes or other documents prepared by EMPLOYMENT BOOST LLC.

EMPLOYMENT BOOST LLC is not responsible for errors or inaccuracies in any resume or other document prepared in connection with the Services. EMPLOYMENT BOOST LLC makes no guarantees of employment with its resume services. Errors or inaccuracies must be reported within 24 hours of receiving the final delivery of Services. The Services require your collaboration. Constant and timely feedback is necessary for the Services to be delivered as expected. Poor or untimely feedback and communication will reduce the effectiveness of the Services. Services will be finalized after 30 days from purchase date, if you do not provide the necessary information to complete the service, services will be completed and finalized based on the information EMPLOYMENT BOOST LLC has. EMPLOYMENT BOOST LLC is not responsible for misdirected e-mails or other communications with you.

Limitation of Liability

The total liability of EMPLOYMENT BOOST LLC for any loss, damage, or claim, whether in contract, tort (including negligence and liability without fault), or otherwise, arising out of, connected with, or resulting from this offer of sale or the performance or breach of any contract based upon this offer of sale, or use of any Services shall not in any event exceed the price paid for such Services. In no event, whether as a result of breach of contract, warranty, alleged negligence, or liability without fault and regardless of whether EMPLOYMENT BOOST LLC has been previously advised of the possibilities of such damages, shall EMPLOYMENT BOOST LLC be liable for any indirect, incidental, special or consequential damages, loss of income or loss of opportunity.

Indemnification

YOU AGREE TO DEFEND, INDEMNIFY AND HOLD COMPLETELY HARMLESS EMPLOYMENT BOOST LLC, its affiliates, licensors and service providers, and its and their respective officers, directors, employees, contractors, agents, licensors, suppliers,



successors and assigns FROM AND AGAINST ANY AND ALL CLAIMS, DAMAGES, COSTS, AND EXPENSES, INCLUDING ATTORNEYS' FEES, ARISING FROM OR RELATED TO YOUR USE OF ANY PRODUCTS OR SERVICES PURCHASED OR INFORMATION ACCESSED VIA THE WEBSITE.

Governing Law and Venue

These Terms of Sale, the entire relationship between you and EMPLOYMENT BOOST LLC, and any litigation or other legal proceeding between you and EMPLOYMENT BOOST LLC (whether grounded in tort, contract, law or equity) shall be governed by and construed in accordance with the laws of the State of Michigan, without giving effect to any choice or conflict of law provision or rule (whether of the State of Michigan or any other jurisdiction).

Any legal suit, action or proceeding arising out of, or related to, these Terms of Sale or the Website shall be instituted exclusively in the federal courts of the United States or the courts of the State of Michigan in each case located in the City of Detroit and County of Wayne although we retain the right to bring any suit, action or proceeding against you for breach of these Terms of Use in your country of residence or any other relevant country. You waive any and all objections to the exercise of jurisdiction over you by such courts and to venue in such courts.

Non-Disparagement

By using the Services you agree not to publish or otherwise make disparaging statements regarding EMPLOYMENT BOOST LLC, the Services or its employees.

Severability

If any provision of these Terms of Sale is deemed unlawful, void, voidable or unenforceable for any reason by any court or other tribunal of competent jurisdiction, then such provision(s) shall be reformed without further action by the parties to the extent necessary to make such provision(s) valid and enforceable when applied to such facts or circumstances, with the objective of achieving as nearly as legally possible the same effect.



Force Majeure

In no event shall EMPLOYMENT BOOST LLC be liable for non-delivery or delays in delivery of the Services described herein or for failure or delay in the performance of any other obligations contained herein arising directly or indirectly from acts of God, unforeseeable circumstances, acts (including delays or failure to act) of any governmental authority (de jure or de facto), war (declared or undeclared), riot, revolution, priorities, fires, floods, weather, strikes, labor disputes, sabotage, epidemics, factory shutdowns or alterations, embargoes, delays or shortages in transportation, delay or inability to obtain or procure labor, manufacturing facilities, or materials, inability due to causes beyond EMPLOYMENT BOOST LLC's reasonable control to obtain timely instructions or information from you, planned or unplanned downtime of the Website or causes of any other kind beyond the EMPLOYMENT BOOST LLC's control. The foregoing provision shall apply even though such causes may occur after the EMPLOYMENT BOOST LLC's performance of its obligations has been delayed for other causes.