

Document Service Agreement

The customer agreement (“Agreement”) with the Company’s consist of this general service agreement, the website, marketing material and the current Terms of any optional resume or business plan (for example, “Resume”) for individuals”, DBMoore “General Business” for Small Businesses and Individuals, promotion, and/or authorized written communications the customer has received from the company. If the customer has not selected an optional service payment plan all of the company’s and General Service(s) and Rates will apply. If the customer has selected an optional pricing plan, only some of the company’s Resume Service(s) and Rates will apply.

By agreeing, using, or paying for Company services, the customer agrees to the rate charges and terms and conditions in this agreement. It is the responsibility of the customer to ensure that read and understand the agreement before entering into contractual agreement, whether written or expressed with the Company.

The company may change this Agreement terms and conditions at any time, in whole or in part, with or without notice.

Please complete all pertinent information and mail or fax this Agreement form, or submit it in person at the time of consultation. **If you submit this form by mail or fax, you agree that you are responsible for confirming that it was received by our general business office.**

Last Name (Please Print)	First Name	MI
Daytime Phone	Evening Phone	

Resume Packet / Service Request / Calculation						
	Service Requested	Plan /Full	Plan Cost	Plan Fees	Consult. Fee	Total Amount (Packet + fees)
1						
2						
3						
4						
					Total Service Payment Plan Fee	\$
					Add \$10.00 if applicable	\$
					Applicable Discount	\$
					Total Service Fee Due	\$
					Total Amount Deposit	\$
					Balance Remaining	\$

Check intended method of payment. If not completed, request will be considered incomplete and will not be processed.

*** Full Payment:** All requested service and fees.

*** Payment Plan**
Initial Consultation fee of \$35.00 and payment plan fee of \$15.00 must be submitted with your form. Select one of the following as described in the plan descriptions:
 Payment Plan B Payment Plan C
 Payment Plan D

Check intended form of payment.

- Check or Money Order:** Enclose the amount listed in the “Total Amount Paid Now” box, or submit in person or via mail.
- Credit Card:** Read, complete requested information, and sign. I authorize DBMoore Consulting Services to charge my credit card listed below (signer must be account cardholder) in the “Total Amount Paid Now” box. The amount charged may be adjusted for calculation errors, additional service fees, and any late fees. I agree to be bound by the company and financial policies that apply at the time of my service request(s).

Credit Card # _____ **Exp. Date** _____ 3 digit # _____

Name of Credit Cardholder (please print) **Signature**

I, _____ hereby authorize DBMOORE to perform the requested service. I agree to be responsible for the payment as outlined by company policy.

Signature of Client or Responsible Party Date