

ABT Temporary Services, Inc.

1600 Golf Rd. #1200 Rolling Meadows, IL 60008

Phone: 847-290-8390 Fax: 847-770-4932

www.abtjobs.com

Service Agreement

(Revised and effective on 7-22-09)

This agreement is made between ABT Temporary Services, Inc. (Herein after "ABT") and _____ (Herein after "Customer"), Dated, _____.
The parties hereto agree as follows:

Payment/Services: Please fill out and sign the attached Service Request and Price List (Exhibit "A") and select which services you would like along with the preferred formats for your resume. Prices are subject to change without notice. Payment for services is due in full before services are rendered. We accept all major credit and debit cards. Once you review your documents that you have requested, you will be able indicate to us if there are any changes you would like to make. There are no additional charges for the changes you make within the first five business days that you receive your first draft. At a later date if you would like for us to make changes, update or add any information to your resume/documents ABT can do that for you at an additional fee (see Exhibit "A"). All information/resumes will be kept confidential between ABT and Customer. All information will be stored in an electronic format for 5 years from the service date. You may not share your resume/documents with anyone to use as an example or copy yours in any way to devise their own. If you allow this to happen you could be charged an additional \$35.00. If you refer potential clients to ABT and you will receive a referral fee (See Exhibit "A" for details). Although we hope that having professionally formatted resume/documents will aid and help you in your job search we do not guarantee a job placement or interview as we do not have any control over any part of the process of submitting resumes, filling out applications and meeting the potential employers for the job seeking process. _____ **(Initial Here)**

Litigation: If the payment has been rejected or there is a dispute over the payment or work product you will be responsible for collection fees, attorney fees, court costs and any other fee related to and in order to collect the debt in court or any other litigation. The laws of the State of Illinois shall govern this agreement. If any part of this agreement is adjudged invalid, illegal, or unenforceable, the remaining parts shall not be affected and shall remain in full force and effect. _____ **(Initial Here)**

Entirety: This instrument, including any attached exhibits constitutes the entire agreement of the parties. No representations or promises have been made except those that are set out in this agreement. This agreement may not be modified except in writing signed by all the parties. Attached hereto and made part hereof is Exhibit "A". _____ **(Initial Here)**

Customers Agreed: *This signatures and initials appearing on these lines will be accepted with the same authority as the original whether photocopied or faxed. I certify that I am authorized to sign this agreement. _____ **(Initial Here)**

Print Name: _____ Signature: _____

Date: _____

(Signature authorized officer of ABT) By: _____ Date: _____

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Exhibit "A" (Service Request and Price List)

(Prices are subject to change without notice)

Cover Letter \$10.00 - \$25.00

The General Standard letter is \$10.00. Prices will vary on the complexity of the letter.

Resume \$35.00 – \$70.00

5 Designs to choose from. If you provide a copy of a resume you already have that we can work from it will be \$35.00. Prices will go up from there depending on the complexity of the resume.

Reference Page \$15.00

Limit 5 references. Each additional 5 references is \$15.00.

Employment/Salary history page \$15.00

Limit past 5 employers. Each additional 5 will be \$15.00

Thank you for interview Letter \$10.00 - \$25.00

The General Standard letter is \$10.00. Prices will vary based on the complexity of the letter.

Future Resume Changes \$10.00 - 35.00

Price for address, name or phone number changes are \$10.00.

Any other changes to resumes can be up to \$35.00 depending on the changes you are requesting.

Referrals to ABT

We appreciate referrals and will gladly send you a check in the amount of \$20.00 for each referral that signs up with us and spends at least \$85.00 in documents services. The referred person must have paid and signed a contract before the referral fee is paid to you. The person being referred must also give us your name at the first contact with us.

Choose Services

1. Place a check mark next to the services above that you would like.
2. See the attached example resume designs and indicate the chosen design here # _____.
3. Please choose which electronic format that best suits your needs:

PDF file – (No additional fee) - In this format you will not be able to make any changes to your resume/documents. You will be able to print, send as attachment to your e-mail or print and fax.

Word 2003 or later - (\$15.00 additional fee) - In this format you will be able to edit your documents as often as you would like. You will also be able to print, send as an attachment, e-mail and upload or copy and paste to job boards and other job search web sites.

Print Name: _____ Signature: _____

Date: _____

(Signature of ABT) By: _____ Date: _____

Example Resume #1

Name
Address, City, State, Zip.
Home and Cell Phone
e-mail

Objective

(Describe your career goal or ideal job here.)

Experience

(Job Title) (Company Name) (City, State)
(Dates)

- (Job responsibility/achievement)
- (Job responsibility/achievement)
- (Job responsibility/achievement)

(Job Title) (Company Name) (City, State)
(Dates)

- (Job responsibility/achievement)
- (Job responsibility/achievement)
- (Job responsibility/achievement)

(Job Title) (Company Name) (City, State)
(Dates)

- (Job responsibility/achievement)
- (Job responsibility/achievement)
- (Job responsibility/achievement)

Education

[Degree – Dates] [School Name] [City, ST]

Computer Skills

List skills here

References

References are available on request.

Example Resume #2

[Your Name]

[Street Address, City, ST ZIP Code] [phone] [e-mail]

- Objective** [Describe your career goal or ideal job.]
- Experience**
- [Job Title]
[Dates of employment] [Company Name], [City, ST]
- [Job responsibility/achievement]
 - [Job responsibility/achievement]
 - [Job responsibility/achievement]
- [Job Title]
[Dates of employment] [Company Name], [City, ST]
- [Job responsibility/achievement]
 - [Job responsibility/achievement]
 - [Job responsibility/achievement]
- [Job Title]
[Dates of employment] [Company Name], [City, ST]
- [Job responsibility/achievement]
 - [Job responsibility/achievement]
 - [Job responsibility/achievement]
- [Job Title]
[Dates of employment] [Company Name], [City, ST]
- [Job responsibility/achievement]
 - [Job responsibility/achievement]
 - [Job responsibility/achievement]
- Education** [School Name], [City, ST]
[Dates of attendance]
- [Degree obtained]
 - [Special award/accomplishment or degree minor]
- Computer Skills** (List computer software you are proficient in)
- References** References are available on request.

Example Resume #3

[Your Name]

[Street Address, City, ST ZIP Code] [phone] [e-mail]

Objective [Describe your career goal or ideal job.]

Professional Achievements [Field or Area of Accomplishment]

- [Achievement]
- [Achievement]
- [Achievement]

[Field or Area of Accomplishment]

- [Achievement]
- [Achievement]
- [Achievement]

[Field or Area of Accomplishment]

- [Achievement]
- [Achievement]
- [Achievement]

[Field or Area of Accomplishment]

- [Achievement]
- [Achievement]
- [Achievement]

Skills

▪ [Professional or technical skill]	▪ [Professional or technical skill]
▪ [Professional or technical skill]	▪ [Professional or technical skill]
▪ [Professional or technical skill]	▪ [Professional or technical skill]
▪ [Professional or technical skill]	▪ [Professional or technical skill]
▪ [Professional or technical skill]	▪ [Professional or technical skill]

Work History

[Job title]	[Company Name], [City, ST]	[dates of employment]
[Job title]	[Company Name], [City, ST]	[dates of employment]
[Job title]	[Company Name], [City, ST]	[dates of employment]
[Job title]	[Company Name], [City, ST]	[dates of employment]

Education [Degree] [School Name], [City, ST] [date of graduation]

Computer Skills List software here

References References are available on request.

(Example Resume #4) Lisa Miller

567 Rose Lane ♦ Colorado Springs, CO 81207 ♦ (960) 555-0112 ♦ someone@example.com

Objective

Executive assistant position allowing for parlay of demonstrated organization, customer service, communication, and project management skills proven by 12 years of successful, profitable self-employment.

Skills Summary

- ♦ Project Management
- ♦ Report Preparation
- ♦ Written Correspondence
- ♦ General Office Skills
- ♦ Computer Savvy
- ♦ Customer Service
- ♦ Scheduling
- ♦ Marketing & Sales
- ♦ Insurance Billing
- ♦ Bookkeeping
- ♦ Front-Office
- ♦ Presentations

Professional Experience

- ♦ Prepare complex reports for managed care organizations and insurance companies, ensuring full compliance with agency requirements and tight deadlines.
- ♦ Author professional correspondence to customers and vendors.
- ♦ Design and deliver series of classes for local businesses and associations, providing ergonomic counseling and educating employees on proper lifting techniques.
- ♦ Conduct small-group sessions on meditation/relaxation techniques.
- ♦ Communicate medical concepts to patients using layman's terms to facilitate understanding.
- ♦ Rapidly learn and master varied computer programs; recently completed Microsoft Office Suite certificate course.

Employment History

(Title)	(Company Name) (City, State)	(Dates)
(Title)	(Company Name) (City, State)	(Dates)
(Title)	(Company Name) (City, State)	(Dates)

Education

Degree – Dates – School Name – City, State

Computer Skills

(List computer skills here)

References

References available upon receipt

Example Resume #5

Jennifer Smith

1600 Golf Road #1200, Chicago, Illinois 60628
Home (847) 222-2222 Cellular (847) 222-2222
e-mail@yahoo.com

Objective: (Describe your career goal or ideal job here)

Professional Experience:

Dates – Company Name

Title

- List responsibilities and accomplishments here
- List responsibilities and accomplishments here
- List responsibilities and accomplishments here
- List responsibilities and accomplishments here
- List responsibilities and accomplishments here
- List responsibilities and accomplishments here

Dates – Company Name

Title

- List responsibilities and accomplishments here
- List responsibilities and accomplishments here
- List responsibilities and accomplishments here
- List responsibilities and accomplishments here
- List responsibilities and accomplishments here
- List responsibilities and accomplishments here

Dates – Company Name

Title

- List responsibilities and accomplishments here
- List responsibilities and accomplishments here
- List responsibilities and accomplishments here
- List responsibilities and accomplishments here
- List responsibilities and accomplishments here
- List responsibilities and accomplishments here

EDUCATION, CERTIFICATES

(Degree – Dates) (School Name) (City, State)

COMPUTER SKILLS

List software experience here that you are proficient in.

References References are available on request.