



## Work for Hire Agreement

This document sets forth an agreement between you (Client) and **Reynos** (Trip Reynolds or designee), in connection with resume writing services.

**Reynos** will produce, within five (5) working days upon receipt of:

- (1) a completed *Work for Hire Agreement*, and
- (2) the client's existing resume or a completed *Reynos' Resume Template*,

one (1) original resume for client. Resume will be produced in an application and operating system (PC or Mac) designated by client and delivered via email. Production includes up to three (3) events of revision in order to produce a final product.

If necessary\*, in order to expedite production and obtain pertinent information about client's work experience and accomplishments, to reconcile gaps in employment, or to clarify data that appears inconsistent, client agrees to be available via telephone for contact with **Reynos**.

Client's phone number: (\_\_\_\_\_) \_\_\_\_\_

Best time to call:           Day of week \_\_\_\_\_

Time of Day \_\_\_\_\_

\* **Reynos** will make only two (2) attempts to contact client via telephone and one (1) attempt via email within five (5) days of receipt of Work for Hire Agreement and client's resume or *Reynos' Resume Template*. Failure of client to provide availability as agreed will result in termination of agreement by Reynolds.

Upon receipt of the final product or completion of the third (3rd) revision, client will generate payment of twenty (U.S. currency) dollars (\$20.00) to Trip Reynolds for one (1) resume. Payment, payable to **Reynos** as established under "Parties" below, will be made via money order, cashier's check, or electronic deposit.

Trip Reynolds will not disclose, publish, or disseminate client's identity (name, address, photos, via print, electronic or any other known or unknown methods) to any person(s) or entities without client's specific prior written approval. Trip Reynolds agrees to take reasonable precautions to prevent any unauthorized use, disclosure, publication, or dissemination of client's identity or related Confidential Information. Confidential Information, however, does not include information that is now or subsequently becomes generally available to the public through no fault or breach on the part of Trip Reynolds.

For identification purposes, client must provide a personal user name or alias for use in conjunction with this service. The combination of client's user name and email address will serve to verify client's identity.

Client's user name or alias will be: \_\_\_\_\_

Client's receipt of any print or electronic documents in connection with this agreement shall constitute your confirmation of the continued existence of this agreement. If this is acceptable, please complete and return (via email) this document and client's existing resume or a completed *Reynos' Resume Template* to:

**resume@reynos.com**

This Agreement contains the complete agreement and understanding between the parties and supersedes all prior or contemporaneous agreements between you and **Reynos** regarding resume writing services. It may not be modified except in writing executed by both parties.

**Parties**

Understood and Agreed to by the duly authorized representatives of the parties:

<b>REYNOS</b>	<b>CLIENT</b>
P. O. Box 4394 _____ <b>Address</b>	_____ <b>Address</b>
Omaha, Nebraska 68104 _____ <b>City, State and Zip Code</b>	_____ <b>City, State and Zip Code</b>
With Contract Signing _____ <b>Phone</b>	_____ <b>Phone</b>
With Contract Signing _____ <b>Fax</b>	_____ <b>Email</b>
resume@reynos.com _____ <b>Email</b>	_____ By (Signature)
_____ By (Signature)Date	

**Thank you very much!**

