

# LDA ENTERPRISES, LTD.

## Policies, Pricing and Order Form

We fully guarantee our work. If there is any problem with the quality of our products, whether delivered by direct mail or electronically, we will be happy to correct/replace them within the first 30 days from the time you accept delivery.

You understand and agree that LDA Enterprises cannot guarantee employment interviews or job offers resulting from our resume or cover letter service.

In order to ensure the highest level of quality, we will ask you to review our creative work and provide information for any changes or additions you feel are important. Because our final product is based upon your inspection and approval, we cannot guarantee a specific time frame for the completion of your project. However, as a general rule, you should allow at least two full weeks for receipt of any of our products (which includes printing and delivery time.) All free guides or booklets will be delivered electronically.

D. All of our products require your signed approval by fax, email, or U.S. mail before delivery. Your signature denotes that the product is acceptable and that you are satisfied with its content, diction, and spelling. No refunds are applicable.

**TO ORDER: You may copy and paste the following order form into an email, cut it out and fax it to the number listed below, or send it by regular U.S. mail to the address indicated.**

### **ORDER FORM:**

**Place a check mark next to the service ordered and indicate the total below:**

- Standard Resume Service: \$495.00 \_\_\_\_\_
- Executive Resume Service: \$895.00 \_\_\_\_\_
- College Graduate Service: \$225.00 \_\_\_\_\_
  
- Cover Letter Service: \$125.00 \_\_\_\_\_ (Subtract \$25.00 if combined with a resume service)

### **Additional Services:**

- Telephone Consultation – ½ hour \$100.00: \_\_\_\_\_ 1 hour \$175.00: \_\_\_\_\_
- Email consultation – all career issues: 1 question and comprehensive responses \$35.00: \_\_\_\_\_ 3 questions and comprehensive responses \$90.00: \_\_\_\_\_

**Grand Total of all services ordered: \$ \_\_\_\_\_**

Please check one: Visa \_\_\_ MasterCard \_\_\_ American Express \_\_\_ Check

Card number: \_\_\_\_\_ Expiration date: \_\_\_\_\_

\*\* Charge card security code \_\_\_\_\_ (last 3 numbers on the back of your *Visa or MasterCard* typically on the right hand side of the signature strip) or (the 4 number code on the front of the *American Express Card*, on the right hand side just above your card number.)

Cardholder's Name (exactly as it appears on the card):  
\_\_\_\_\_

Billing address of the cardholder: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**If you are paying by check, your check and authorization form (this form) should be signed and mailed to the address below. If paying by credit card, you may also email this form or fax the completed and signed form to our secure fax line: (952) 697-3667. We will contact you on receipt of your order.**

LDA Enterprises, Ltd.  
West End Plaza, 1660 South Highway 100, Suite 500  
St. Louis Park, MN 55416  
Attention: Edna Campbell  
Email address: [Resumes@EmploymentClinic.com](mailto:Resumes@EmploymentClinic.com)  
Secure fax line: (952) 697-3667

LDA Enterprises Ltd.  
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