

GRISHAM ADVISING, LLC

Terms and Conditions for Resume Services

Last updated: July 1, 2025

By purchasing or engaging with Grisham Advising, LLC ("we," "us," or "our") for resume or cover letter services, you ("client," "you," or "your") agree to the following terms and conditions:

1. Scope of Services

We provide editing and writing services for resumes and cover letters only. The scope of our work includes:

- Review and professional editing of your resume and/or cover letter.
- Formatting for clarity, professionalism, and visual appeal.
- Tailoring content based on the information you provide regarding your background and job goals.

No other services are included unless explicitly agreed upon in writing. You acknowledge that we are not applying for jobs on your behalf, preparing additional materials, or offering ongoing coaching or job placement services unless otherwise stated.

2. No Guarantee of Employment

You understand and agree that:

- We do not guarantee job placement, interview invitations, or employment of any kind as a result of using our services.
- The job market is variable and subject to factors outside our control, including economic conditions, industry demand, qualifications, and competition.
- Our services are intended to enhance the presentation of your existing qualifications only.

3. Deadlines and Time Sensitivity

We do not guarantee the ability to meet application deadlines. While we aim to return documents within a reasonable time frame (as stipulated on our website and materials provided to you), this is not guaranteed unless expressly agreed to in writing and is only an estimate. You are solely responsible for managing your job application timeline and ensuring you leave sufficient time for revisions or edits.

4. Client Responsibility

It is your responsibility to:

- Provide accurate and truthful information regarding your work history, education, and qualifications.
- Review and approve the final documents before submission to any employer or job platform.
- Communicate clearly and in a timely manner regarding feedback or requested revisions.

We are not liable for any consequences arising from false, misleading, or incomplete information you provide.

5. Limitation of Liability

Our liability is strictly limited to the cost of the services you have purchased. Under no circumstances shall we be liable for:

- Missed job opportunities or application deadlines.
- Rejection of applications by employers.
- Employment outcomes or compensation losses.

The only item covered under our service fee is the delivery of the resume and/or cover letter editing services as described.

6. Revisions Policy

The amount or rounds of revisions is at our discretion. Generally, there will be one first rough draft, one additional rough draft, one final rough draft, and one final document. Additional revisions may incur an extra charge.

7. Refund Policy

Due to the custom and digital nature of our services, all sales are final. No refunds will be issued once work has begun.

8. Intellectual Property

Once payment is received in full, the final resume and cover letter become your property. We reserve the right to use anonymized or redacted samples of work for our portfolio unless you request otherwise in writing.

9. Confidentiality

We will keep your personal information and any sensitive data you share confidential and will not disclose it to any third party, except where required by law.

10. Governing Law

These Terms shall be governed by the laws of the District of Columbia, without regard to conflict of law principles.

By proceeding with payment or engaging with our services, you acknowledge that you have read, understood, and agreed to these Terms and Conditions.