

YOUR CV – ORDER REQUEST FORM

Confirmation and Terms & Conditions

Today's Date DD / MM / YYYY

Name	
ID Number	
Contact Number	

STEP 1. SELECT WHICH CV SERVICE YOU WOULD LIKE TO ORDER

Service	Price – Inclusive of VAT	Select ✓
Classic CV Service (1 Print)	R 460.00	
Executive CV Service (2 Prints)	R 920.00	

Printed CVs can be **Collected** or **Posted** to you– Please confirm which you prefer:

I will Collect the Printed CV(s)	
Please Post the Printed CV(s) to me (Standard National Post only)	

STEP 2. ADDITIONAL PRINTED CV OPTIONS

All CVs are Printed in Colour. They are bound with a clear cover and backing board.
Please send us copies of your Certificates and Reference Letters and we will PRINT, BIND & include these in your Printed CV for **FREE!**
Our CV Service includes up to 2 Printed CVs. If you would like to **order more**, please confirm below:

Price – Inclusive of VAT	Number of Prints Needed
R 40.00 Per Print	

STEP 3. PAYMENT INFORMATION

All CV Service orders are processed upon receipt of payment. Payment methods include:

A. Bank Transfer (EFT)

Bank	Standard Bank, Bayside Mall
Account Name	YOUREEKA HOLDINGS (PTY) LTD
Account Type	Current
Account Number	271 214 244
Branch Code	022209

YOUR MOVE PERSONNEL: A division of Youreeka Holdings (Pty) Ltd
Company Registration: 2013/153072/07

Please note: Cash deposits made at the ATM or Bank Teller will incur a R 12.00 service fee due to bank charges.

B. Cash Payment

All prices are **Inclusive of VAT**. Please ensure payment is made for all Services you have selected including The CV Service and Additional Printed CVs applicable. **Please note:** we do not have card facilities therefore only accept cash.

Please use your **NAME & ID NUMBER** as a Reference when making payment.

Please email your **Proof of Payment, Order Request Form & CV Service Registration Form** to the following email address:

order@cv-service.co.za

(Or respond to the Order Request Email sent to you with the attached information)

YOUR CV SERVICE – TERMS & CONDITIONS

I _____ confirm that the above-mentioned information provided herein and on my original CV is truthful and correct. I give **Your Move Personnel** authorisation to transfer and professionally re-prepare my CV. I understand that **Your Move Personnel** are offering their recruitment experience and advice via their **YOUR CV Services** on offer and they will not be held liable should this service not result in employment.

Whilst every effort is made to ensure the accuracy of information transferred to the prepared CV via **YOUR CV Services**, I will not hold **Your Move Personnel** responsible, should any information be in-accurate.

I understand that **Your Move Personnel** are not responsible for the maintenance or updating of my CV after the completion of my CV Service. It is my responsibility to ensure my CV is kept up to date.

Whilst **Your Move Personnel** are reasonable in assisting with minor updates within a month of your new CV being delivered, we will require an additional fee of R 200.00 (inclusive of vat) should you require an update of your employment and education history outside of the month your CV Service was prepared. If you require a full revamp of your CV after a long period of time we are able to assist you with a telephonic update at an additional cost of R 400.00 (inclusive of Vat). If you require a face to face consultation with one of our Consultants the full Executive CV Service fee will be applicable.

I understand that in order to process my request, **Your Move Personnel** require full payment in advance / prior to the completion of any **YOUR CV Service**. Please be advised that our Consultants work according to strict time slots and no CV Service interviews will be booked and confirmed without receipt of payment with the exception of Executive CV Services paying cash on the day of their interview.

I will therefore send **Your Move Personnel** the following to confirm my order.

- This Order Request Form – Signed in full
- YOUR CV Registration Form – Signed in full
- Copy of my Current | Updated CV
- Professional Photo (Classic CV Service only)
- Proof of Payment
- Copies of Certificates, Diploma's (optional)

SIGN:

DATE: