

DO-IT-YOURSELF HANDBOOK

ORDER FORM

Enclosed is a check for \$1,000.⁰⁰, made payable to Sara L. Rose, LLC (Attorney), as payment in full for a Do-It-Yourself Employment Handbook. Client understands that for the fee paid, Attorney will provide Client with electronic and print versions of a form Handbook, guaranteed to comply with current federal and Ohio law.

Client agrees to track all changes made to the form Handbook, and will provide Attorney with a redlined copy of all changes made to the form Handbook.

Attorney promises to review the redlined version of the Handbook within two weeks of receipt to ensure the final Handbook is legally compliant. Attorney promises to work with Client to make any changes necessary for a final product that complies with current federal and Ohio law. However, Attorney does not guarantee the content of any policies changed by Client but not redlined.

If Client requests Attorney to draft policies not included in the form Handbook, Attorney will charge her regular hourly rate (\$210), not to exceed one hour per additional policy drafted.

Client acknowledges that employment laws change frequently, and it is Client's obligation to obtain regular updates to the Handbook.

Client acknowledges it is purchasing this Handbook solely for its own internal use, and it will not share with or provide to any third party any electronic or print version of this Handbook.

Agreed to by:

For:

Signature

Company Name (Client)

Printed Name and Title

Date

To help us start drafting your Handbook, please provide:

Formal Company Name (for front of Handbook): _____

Shortened Company Name (for use in Handbook): _____

No. of employees: _____ Do you have locations outside Ohio? _____