

To use this email/tout, copy and paste it into a Google Doc or Microsoft Word document of your own, and then make your edits. It is important to come back to this source email/tout every time to ensure you always get the most up-to-date version.

For use by Madeleine Hughes when working with a new application form client

To line:

The client

Subject line:

Your application form with Madeleine Hughes

CC: <<<not the usual BCC in cases like this; put it in CC>>>>

admin@slinuacareers.com

Hello again ???,

I look forward to working with you and guarantee that you will get an application form that will truly sell you.

Stage One:

- Please forward your completed application form to me together with the job specification. I will then ring you for a short discussion on the form if I believe that further work is required on your side at this juncture.
- I will also discuss the projected fee for the work. Please note, the fee will be an estimate as it is impossible to predict accurately exactly how long a form will take to complete. Your input will help to keep the fee down and will also result in an enhanced final document.

Fee structure:

- €115 per hour (incl. 23% VAT). A deposit of one hour's work (€115) is required before commencement of the work which I can take at Stage One or you can pay online [HERE](#).

Stage Two:

- Once I have edited the form I will arrange a Zoom call with you. I will share the form with you and we can go through same and conduct further edits/get clarification where necessary.
- When the form is finalised, I will then take final payment.

Your sector: ????????

My number is 087 356 9551 if you need to contact me for any reason.

Teaching is one of our specialities and on our site we have assembled quite a deal of info of relevance to teaching. You can access that info here: <https://slinuacareers.com/category/teaching/>

We have a special online questionnaire for jobs in the education sector. Please go [HERE](#) to fill it out, and it will automatically sync to me - this helps us create a better end product for you.

Please reply to all in this thread to acknowledge receipt of this email – this reply also acts as an acknowledgement that you have accepted the fee structure we outline above.

Kind regards,

Madeleine.

Below is for HQ, third-person use

To line:

The client

CC:

madeleine.hughes@slinuacareers.com

Subject line:

Your application form with Madeleine Hughes

BCC:

admin@slinuacareers.com

Hello again ???,

I am writing to commence your application form writing process and guarantee that you will get an application form that will truly sell you. In this email, I've copied my colleague Madeleine Hughes who will carry out the work for you.

Stage One:

- Please forward to madeleine.hughes@slinuacareers.com your completed application form together with the job specification. Madeleine will then ring you for a short discussion on the form if she believes that further work is required on your side at this juncture.
- She will also discuss the projected fee for the work. Please note, the fee will be an estimate as it is impossible to predict accurately exactly how long a form will take to complete. Your input will help to keep the fee down and will also result in an enhanced final document.

Fee structure:

- €115 per hour (incl. 23% VAT). A deposit of one hour's work (€115) is required before commencement of the work which you can pay online [HERE](#).

Stage Two:

- Once Madeleine has edited the form she will arrange a Zoom call with you. She will share the form with you and the two of you go through same and conduct further edits/get clarification where necessary.
- When the form is finalised, she will then take final payment.

Your sector: ????????

Your number: ?????

Madeleine's number is 087 356 9551 if you need to contact her for any reason.

Teaching is one of our specialities and on our site we have assembled quite a deal of info of relevance to teaching. You can access that info here: <https://slinuacareers.com/category/teaching/>
We have a special online questionnaire for jobs in the education sector. Please go [HERE](#) to fill it out, and it will automatically sync to me - this helps us create a better end product for you.

Please reply to all in this thread to acknowledge receipt of this email – this reply also acts as an acknowledgement that you have accepted the fee structure we outline above.

Kind regards,

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