

SERVICE ORDER

DiAlo Resume Writing & Typing Services

You Don't Get A Second Change to Make A First Impression!

PO Box 247301
 Columbus, OH 43224
 Office: 614.948.2622 Fax: 614.865.0616
 Email: DiAloDesigns@hotmail.com

INVOICE NO
 DATE
 CUSTOMER ID

CLIENT INFO
 First Name _____
 Last Name _____
 Mailing Address _____

 Phone _____

SALES REPRESENTATIVE	JOB	PAYMENT TERMS
		50% to start 50% after final approval

QUANTITY	DESCRIPTION	UNIT PRICE	LINE TOTAL
	Resume		
	Cover Letter		
	Thank You Letter		
	Follow-Up Letter		
	E-Resume		
	Scanable Resume		
	Multi Use Document		
	List of References		
	Resume Critique		
	Resume Editing		
	24 Hour Rush Service		
	FedEx Delivery		
	Priority Mail Delivery		
	Professional Resume Paper		
	Disk Storage		
	Email Attachment		
	Administrative Services		
	FORM OR PAYMENT		
	CHECK, VISA, MASTERCARD, DISCOVER, AMERICAN EXPRESS OR		
	PAYPAL		

SUBTOTAL	
SALES TAX	
TOTAL	

Make all checks payable to **DiAlo Services**
THANK YOU FOR YOUR BUSINESS!