

**Podiatric Physician Career Services – Sherwood Acres, LLC**  
**(Christopher R. Hood JR, DPM)**  
**Contract of Services**

Please check which services you request. Details about the services provided are below.

**Physician Career Services – Provided Services.**

- Resume and Cover Letter Review (\$60-100)
  - \$60 per item (Resume OR Cover Letter), \$100 for both (Resume AND Cover Letter)
- Contract (i.e., Employment Agreement) Review Services
  - Contract Review for Residents and Fellows, Initial (\$350)
    - Contract Review for Residents and Fellows, Secondary (\$100)
  - Contract Review for Established Physicians, Initial (\$500)
    - Contract Review for Established Physicians, Secondary (\$150)

**Explanation of Services**

- Resume and Cover Letter Review –
  - Resume Review
    - Overall review of the Resume
      - Edits in Microsoft Word with “track changes”
      - Comments and suggestions on how to improve the document
    - Telephone conference consultation to discuss the resume and/or cover letter any questions you may have, 30-minute maximum.
  - Cover Letter Review
    - Overall review of the Cover Letter
      - Edits in Microsoft Word with “track changes”
      - Comments and suggestions on how to improve the document
    - Telephone conference consultation to discuss the resume and/or cover letter any questions you may have, 30-minute maximum.
  - MISC
    - TURNAROUND = 5-7 business days for documents, with telephone conference scheduled after return of documents. The telephone conference is to be performed within 5 days of return.
    - TELEPHONE CONFERENCE
      - This time can be split between a pre- and post- review telephone conference to (pre-call) understand your background and goals in the job search, reviewing the questionnaire, and (post-call) review the recommendations and changes suggested.
      - Telephone conference consultation can be increased to 45-minutes if both services purchased.

- Contract Review Services –
  - Contract Review for “Residents and Fellows” OR “Established Physician”, **Initial**
    - Draft “*Employment Agreement*” review;
      - A line-by-line review of the proposed contract/employment agreement
      - Assistance in formulating a response to the job offer, including questions you should ask.
    - Telephone conference consultation to discuss the contract, negotiating strategies, and any questions you may have, 60-minute maximum;
    - Follow-up email to our conversation highlighting what was discussed with contract edit / notations.
  - Contract Review for “Residents and Fellows” OR “Established Physician”, **Secondary**
    - Draft “*Employment Agreement - revision*” review (i.e., a second review of a contract previously reviewed and termed “*Initial*”);
    - Telephone conference consultation to discuss the updates and any final questions, 30-minutes.
  - MISC
    - TURNAROUND = 5-7 business days for documents, with telephone conference scheduled after return of documents. The telephone conference to be performed within 5 days of return.
  - Definitions
    - Residents / Fellows
      - NOTE = A “*Resident*” is defined as a person who is currently participating in post-graduate year (PGY) 1-3 of a podiatric medicine and surgery residency. A “*Fellow*” is defined as a person currently participating in a fellowship in podiatric medicine and surgery in either a American College of Foot and Ankle Surgeons (ACFAS) or Council on Podiatric Medical Education (CPME) program.
    - Established Physicians
      - NOTE = An “*Established Physician*” is defined as a person who is currently greater than one day removed from either post-graduate education in residency or fellowship in podiatric medicine and surgery.

## MISC

- Services are currently for those with a Degree in Podiatric Medicine (DPM), of any level, in any state. The services are not designed to be state specific, and any particular state legal rules and regulations should be checked with legal counsel if necessary.
- The “Contract Review” service does not include buy-in agreements which are dramatically more complicated.
- The “Contract Review” service does not include practice start-up activities agreements which are dramatically more complicated.
- **NOTE** = These services Initial/Secondary are for the same “*Employment Agreement.*” Any NEW “*Employment Agreement*” contract reviewed would re-set the fee schedule.

## Payment

- All payments will be agreed upon after selecting your services based on the fees in this document.
- All payments are final. There are no refunds once contract is received signed and payment is made.

\_\_\_ (Initial)

- Currently payment method is by check.

## Disclaimers

- Personal Disclosures:
  - *Christopher R. Hood JR, DPM (Hood CR) has no disclosures (e.g., stock, equity, or consultant status) related to any website, manufacturer, publisher / publication company, or any company mentioned on the FootAnkleResource.com website. I (Hood CR) have performed lectures as noted for various state and national organizations and blogs for a variety of publications as noted in the "About Me" sections which can be reviewed.*
- Duties of Client
  - *The client is responsible for proofreading all material to ensure accuracy, completeness, punctuation, and grammar. I (Hood CR) am not liable for any error and/or omissions with respect to these points and any potential current or future repercussions, foreseeable, or unforeseeable outcomes.*
- Confidentially Agreement
  - *The purpose of this Confidentiality Agreement is to protect the identity and privacy of our clients, once a Contract of Services has been executed.*
  - *Confidential client information should never be discussed in the presence of third parties. Any files and/or documents containing confidential information should never be shared or released to third parties. Confidential information includes, but is not limited to, the following:*
    - *Identifying information about the client, including name, address or phone number; residency information*
    - *Identifying information about the clients resume and/or cover letter.*
    - *Identifying information about the Employment Agreement with respect to the "prospective Employee," the "prospective Employer," and any other identified third parties in the review of the documentation.*
    - *Any confidentiality or privacy terms or regulations noted in the Employment Agreement, by virtue of this second party review, will be maintained as an extension of the Employee.*
    - *Unauthorized disclosure of confidential or privileged information is a serious violation of this policy. No information may be released without appropriate authorization. This is a basic component of client care and business ethics.*
  - *Personal testimonies of your experience are always welcomed for marketing purposes. You may be asked to write a personal testimony after the services have been performed. All personal identifiers related to the Employee, Employer, and Employment Agreement will be confidential and omitted.*
    - *Redacted copies of a Cover Letter / Resume may be used for promotional purposes on social media. All identifying elements to both the "prospective Employee" and "prospective Employer" will be censured appropriately.*

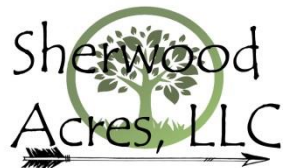
- General Disclaimer:

- *Christopher R. Hood JR, DPM is not an attorney and does not hold a jurisprudence doctorate degree, is not an attorney, is not a financial or investment adviser, is not an accountant, and is not an insurance agent. I (Hood CR) have one license which is to practice podiatric medicine with a degree in podiatric medicine (i.e., D.P.M.). The information on FootAnkleResource.com is for informational and entertainment purposes only and does not constitute legal, financial, or accounting advice. By using FootAnkleResource.com and my services, you agree to hold me harmless from any ramifications, financial or otherwise, that occur to you as a result of acting on information found on FootAnkleResource.com or my advice. I (Hood CR) am excluded from any ramifications from any errors and omissions made either on FootAnkleResource.com and any services that I may provide.*
- *Definitions:*
  - *“Employee” refers to the party entering into this contract review.*
  - *“Employer” refers to the potential business or practice offering the Employment Agreement contract.*

- Legal Disclaimer:

- *Any medical/legal advice or reviews are performed to the best of my medical knowledge. I (Hood CR) have not gone to law school, am not a lawyer, and do not pretend to portray myself as one with a strong handle on legal matters of the United States of America and its individual states. Therefore, I (Hood CR) cannot make any sort of legal recommendations with any legal certainty due to this point. Any inadvertent delay, omission or error shall not place myself in any position of liability if such delay, omission or error had not been made for any certified work performed.*
- *The services provided are for any state in the United States of America as the advice and recommendations are not based in any laws/statues particular to a state in the United States of America. The information provided is strictly advice. Any particular state rules and regulations should be personally checked by the “Employee” requesting services and reviewed with a lawyer familiar with their states policies. It is the onus of the “Employee” to perform their legal due-diligence.*
- *I (Hood CR, or the organizations I am employed by) do not take responsibility for any of the advice and recommendations provided to the “Employee”, nor if the information provided does not provide any solutions, or places the “Employee” in a legal contract that, after signing, they have issue with.*
- *There is no guarantee that any discussed contract points will be fully clarified between the “Employee” and “Employer” at the time of executing the contract. Furthermore, there is no guarantee that discussed recommended points of negotiation made here will be executed in the final copy of the “Employees” Employment Agreement. I (Hood CR) have no responsibility over the “Employee” and “Employers” negotiations and conclusions. The service being provided is for general recommendation. I (Hood CR) do not provide direct negotiation between the “Employee” and “Employer.”*

- *The content is not intended to be a substitute for professional legal advice or legally enforceable content based on any recommendations given upon a review. This service is provided as a helpful guide and resource on topics related to physician career services in podiatry. A lawyer can/should help you, the "Employee" sort out the legal matters related to your contract. Always seek the advice of a legal professional or other qualified professional with any questions you may have regarding legal related matters. Never disregard professional legal advice or delay in seeking it because of something you have read on this website, or the internet in general. Always consult an attorney to secure the legal protections needed for a binding "Employment Agreement" arrangement between an "Employee" and "Employer." Reliance on any information provided by Hood CR (i.e., directly, any correspondences whether digital or verbal or through FootAnkleResource.com) is solely at your, ("Employees") own risk.*
- Financial Disclaimer
  - *This service is provided as a helpful guide on what issues you should explore either with a financial adviser, attorney, or accountant. These parties can/should help you sort out the financial matters related to your ("Employees") financial situation, accounts, and the "Employment Agreement." Of note, the information on this website is not providing legal advice, and you ("Employee") should contact your ("Employees") legal professional regarding the legal matters of finances regarding an "Employment Agreement."*



### BILLING AGREEMENT

To complete your transaction:

- Please check below the service you request.
- Total the services in the line below titled "Total Service Costs"
- Write your name in print on the line below. Include your mailing address.
- Sign and date your name below.
- Initial each page of the document in the bottom left corner.
- Return the agreement either –
  - Emailed/scanned to: SherwoodAcresLLC@gmail.com
  - Mail to: 3 Senator Gephardt Farm Rd, Pittstown NJ, 08876
- Payment –
  - Check
    - Mail a check to: 3 Senator Gephardt Farm Rd, Pittstown NJ, 08876
    - Sign the check to "Christopher R. Hood JR"
  - Paypal Check – please inquire
  - Venmo – please inquire
- Complete the section below as noted.

**Physician Career Services – Provided Services.**

- Resume and Cover Letter Review (\$60-100) \_\_\_\_\_
  - \$60 per item (Resume OR Cover Letter), \$100 for both (Resume AND Cover Letter)
- Contract Review Services
  - Contract Review for Residents and Fellows, Initial (\$350) \_\_\_\_\_
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  - Contract Review for Established Physicians, Initial (\$500) \_\_\_\_\_
    - Contract Review for Established Physicians, Secondary (\$150) \_\_\_\_\_

<b>Name</b>	
<b>Address / Phone</b>	
<b>Total Services Cost</b>	
<b>Signature and Date</b>	

\_\_\_\_ (Initial)