



*Jackie
McCutcheon*

Data Entry and Typing Services

Jackie McCutcheon

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Project Submission Form

Contact Information (Complete all that apply):

Name: _____

Company: _____

Address: _____

City: _____

State, Zip Code: _____

Phone: _____

Email Address: _____

Type of Project (check all that apply):

- Data Entry/Spreadsheet
- Typing/Word processing
- PowerPoint Presentation
- Document Conversion to PDF
- Other. If other, explain here:

Describe your project giving as much detail as necessary. If you need more room to describe your project, please use the back of the page or attach another page to this one.

Agreement

Privacy Policy

All personal information you give JM Data Entry and Typing Services (your name, address, phone number, email address, etc.) are treated with the highest regard. Your information is for in-house use only and will **never** be distributed to a third party.

Confidentiality Policy

All information and data you provide JM Data Entry and Typing Services is considered private, confidential, and proprietary. Upon completion of your project, all such information and data will be returned to you. 30 days after the completion of your project or upon notification that you have received the completed project, whichever comes first, all data files will be removed from JM Data Entry and Typing Services computers*. The only evidence you have done business with JM Data Entry and Typing Services will be a copy of your submission request and invoice. If the client wishes, JM Data Entry and Typing Services expects to and will sign a confidentiality/nondisclosure agreement. If you do not have one, you can find a sample non-disclosure agreement at officedepot.com.

*The delay is in case the project is lost in the mail or an email gets lost in transit (it happens). It gives JM Data Entry and Typing Services the opportunity to make sure you receive what you have paid for.

Pricing Policy

All prices listed on this website are based on 8-1/2" X 11" 20# stock white paper. All prices are in U.S. Dollars.

Satisfaction Policy

Once a client receives the final project, they must verify all information and if there are any changes that need to be made they must contact me within 24 hours. If any changes or modifications are needed and I am notified within the 24 hours there will be no extra charge. If I am notified after the 24 hour period, I will charge my normal hourly fees to complete the project.

Deposit Policy

Deposits are required for all projects and are due within 15 days of JM Data Entry and Typing Services' acceptance. Larger projects may require more than the minimum deposit before work begins. JM Data Entry and Typing Services reserves the right to waive the deposit requirement at JM Data Entry and Typing Services' discretion. Deposits will be applied to the cost of your project when the project is completed and will be subtracted from the final amount due. If a deposit is required, no work will begin on your project until JM Data Entry and Typing Services receives said deposit.

Once your project has been started your deposit is non-refundable. If you place a deposit, then decide you do not wish to use our service, you forfeit your right to the return of your deposit. If your project has not been started, your deposit will be refunded less any costs and fees incurred in the handling of the return of materials. These fees are:

- Return of Materials you have provided: \$10.00 handling fee plus the cost of postage.

Billing Policy

At JM Data Entry and Typing Services' discretion you may be allowed to receive completed work and receive a bill/invoice for amount due. If this is the case, payment in full is due within 10 days from the date of receipt of invoice. Minimum invoice amount for this is \$100.

Payment Policy

Amounts due under \$100 are required upon project completion. If \$100 or more, see billing policy above. This protects JM Data Entry and Typing Services from the very few who would try to use the service for a reduced cost by not paying the balance due.

If you have provided JM Data Entry and Typing Services with an email address, you will receive an email detailing the amount due and instructions on how to pay. Payment methods accepted are Cash, Company Check, Money Order, or PayPal (credit cards, bank transfers, etc).

Refund Policy

Due to the nature of the business, JM Data Entry and Typing Services does not generally issue refunds.

This includes deposits. Refunds may be made at JM Data Entry and Typing Services' discretion. This includes, but is not limited to, the following reasons:

- JM Data Entry and Typing Services cannot complete your project for whatever reason – will refund all monies including deposit.
- JM Data Entry and Typing Services cannot read a handwritten document - will refund deposit less \$10.00 handling fee plus the cost of postage.

Project Acceptance/Rejection Policy

JM Data Entry and Typing Services reserves the right to reject any project for any reason. The most common reasons for rejection are:

1. A spike in the workload.
2. Timeframe in which project needed is too short for JM Data Entry and Typing Services to complete.
3. Handwriting cannot be read.
4. Scope of project cannot be determined or is too large for JM Data Entry and Typing Services to complete it in a reasonable amount of time (ex: you have "tens of

thousands" of customers to enter on a spreadsheet or an 800,000 word novel).

5. Project is not in the English Language.
6. Deposit not received within 15 days of project acceptance by JM Data Entry and Typing Services. If this occurs, you may need to resubmit your project request. If your project is rejected, you will be notified via email, if available, and all deposits and materials will be returned to you or removed from JM Data Entry and Typing Services computers. If you have a large project or a project you need completed in less than two weeks, send a query to jm@jackiemccutcheon.com before submitting with any pertinent details. JM Data Entry and Typing Services will review your request and reply to the email with a decision.

Copyright Policy

If copyrighted material is used in any project, it is the responsibility of the customer to obtain permission or secure the rights to the copyrighted material. JM Data Entry and Typing Services does not assume any responsibility for the misuse or misrepresentation of material protected under copyright law.

Printed Name: _____
Signed: _____
Date: _____