

## How it works

When an organization purchases one of the JobSearch *Guide* series (Adult English, Adult Spanish, Youth or Ex-Offender), they are granted permission to duplicate and distribute as many copies of the *Guides* at this one location for one year as they wish. Like computer software, the organization is required to update their license each year unless they purchase the **Lifetime License**. With a **Lifetime License**, the organization is able to print and distribute the *Guides* at that location for as long as they want to. They are also able to have access to the latest version of the *Guides*.

Once a license is purchased, JobShop will send the organization confirmation via email of their purchase. The organization will receive a temporary ID and password in the confirmation email. They should then create a unique ID and password and, using the robust JobShop website, download the latest version of the *Guides*. The organization then can use one of printed *Guides* as a Master from which they can print and distribute to their job-seeking customers. This process permits the organization to monitor and control printing costs as well as manage distribution.

JobShop's website has a feature which permits the organization to print on the bottom of every *Guide*, information about their organization. This personalization helps identify the organization and serves as a great marketing and outreach tool.

## Questions and Answers

Can we pass out the *Guides* at a Job Fair or at a off-campus presentation that our staff makes? *Absolutely! Some organizations have asked one of their employer/vendors to sponsor the Guides. The organization then prints the sponsor's information on the bottom of each Guide.*

Do you sell the kiosks?

*No, we stopped selling kiosks when it was determined that other vendors were able to sell the kiosks at a lower price and they could guarantee delivery. Since the prices fluctuate with the market, it is better for our customers to locate a local vendor or one online. The most popular kiosk is manufactured by Durham Manufacturing. Try Googling this product to locate both local and Internet-based vendors.*

Can I elect to get a **Lifetime License** after one or more years?

*Yes. In fact, Jobshop will elevate your subscription to **Lifetime** after the organization has purchased the *Guides* for 6 years. JobShop will credit all payments toward the current **Lifetime** subscription cost.*

We have several offices. Will our license permit us to distribute the *Guides* at each of these locations.

*No. Just like computer software, the license is for only that one location. You can, however, place the *Guides* in more than one place in the one location.*

Is there a discount for more than one location?

*Yes. There is a discount for the purchase of more than one series and for more than one location. Please call JobShop at 888-562-5480 and discuss your needs with one of our representatives.*

Who should I contact if I find a error in one of the *Guides*?

*Contact JobShop at 888-562-5480.*

How often are the *Guides* updated?

*The Guides are updated as needed. Whenever a error or broken link is discovered JobShop will make the change and upload the new Guide to the portal. All Guides are refreshed every other year.*