



# Houston Metropolitan Paralegal Association

COMMITTED TO THE EXCELENCE AND EDUCATION OF PARALEGALS SINCE 1978©

Thank you for your interest in HMPA's Job Bank. To post openings on the HMPA Job Bank Website, please review the Job Bank Guidelines below and sign the Subscription Agreement indicating your acceptance and subscription to advertise on HMPA's Job Bank.

## JOB BANK GUIDELINES

(Effective August 1, 1998, updated 5/27/10)

1. Pricing: \$75.00 per week, \$150.00 per month, \$325.00 per quarter, and \$600.00 for one year to post job openings on the HMPA Job Bank Website Postings.
2. Subscription period begins upon receipt of the appropriate subscription fee and an executed copy of this agreement from the subscriber.
3. Each subscriber is allowed three (3) job listings per week, with the name and number of one contact person to appear with the listings.
4. HMPA will retain your job listing for one (1) month after your subscription expires. This term does not apply to weekly listings.
5. Job listings should be submitted by subscriber to: HMPA, Attn.: Job Bank, 440 Louisiana, Lyric Centre, Suite 900, Houston, TX 77002. No listings will be accepted by telephone. Faxed copies will only be accepted pursuant to guideline #2.
6. Each job listing must be clear, concise, and limited to 200 words. HMPA reserves the right to edit (if more than 200 words) to fit the HMPA Job Bank Website.
7. Only paralegal positions will be listed with the HMPA Job Bank (Website Postings). Those listings outside paralegal positions will be excluded. We cannot guarantee a response or the number of responses received.
8. Any abuse of the HMPA Job Bank (Website Postings) program by any subscriber will result in the removal of such subscriber from the HMPA Job Bank program, without recourse and at the discretion of HMPA.
9. Please direct all inquiries to the HMPA office, phone: 713-236-7724, fax: 713-583-1902, or by mail: HMPA, Attn: Job Bank, 440 Louisiana, Lyric Centre, Suite 900, Houston, TX 77002.
10. The HMPA Job Bank (Website Postings) will be updated at least twice a week with new postings.
11. All new job listings must be received with payment by 12:00 p.m. on Wednesday or Friday to be included in the following posting update.
12. Job listings may be continued and/or extended upon receipt of an updated signed subscription agreement and receipt of payment by 12:00 p.m. on Wednesday or Friday to be included in the following posting update.

## JOB BANK SUBSCRIPTION AGREEMENT

I understand and agree to abide by the above Guidelines for the HMPA Job Bank. Please enter my subscription for:

\_\_\_ Week(s)

\_\_\_ Month(s)

\_\_\_ Quarter(s)

One year

\_\_\_\_\_  
Signature (required)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Advertisement Expiration Date

\_\_\_\_\_  
Firm/Company/Agency Name

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Email Address/Fax Number

Should you have any questions, please contact HMPA at 713-236-7724.

Mail original to: HMPA, Attn: Job Bank Advertising, 440 Louisiana, Lyric Centre, Suite 900, Houston, Texas 77002