



Welcome to WorkExcel.com and HandoutsPlus.com Permission to Use Tip Sheets Terms and Conditions

We offer professionally authored wellness tip sheets sold in downloadable zip modules, each with three formats. Two formats are editable—MS Publisher and MS Word with Graphics. The third is a PDF.

Wellness tip sheets are written and produced by licensed mental health professionals, workforce management experts, and employee assistance professionals. Each tip sheet or flyer is written for simplicity, accuracy, and insight with actionable and effective content that delves a deeper to give your readers more value.

For purchased tip sheets, you agree to not post them openly in a way that would allow anyone on the Internet to access them. We recommend a password or at least a Web page that is non-indexed so that search engines don't show the page, allow anyone, anywhere to copy and use them. Your webmaster or technology staff can assist you with this provision. Free tip sheets we distribute do not have these restrictions.

All tip sheets are amendable, editable, and brand-able with your logo/program name. Feel free to use them in this manner. Send, copy, and distribute tip sheets to employees, patients, clients, students, family members, community groups, or other individuals you service and with whom have working relationships.

The copyright mark on tip sheets must remain. If you desire, you can change our default copyright "©DFA". This can be less distracting to your readers than a URL.

Free Tip Sheets

If you post free tip sheets online, consider providing a live link to [<http://workexcel.com.com>] somewhere on your web site--anywhere at all--with: "Tip Sheet, Courtesy of WorkExcel.com." This is not mandatory, but providing this link helps us rank in Google and supports us producing more free tip sheets for you. This live link can be small and placed anywhere you wish, as long as it can be seen by search engines. Your Web staff personnel can arrange this for you.

Do Not Redistribute the Editable Format of Tip Sheets

Do not distribute the tip sheet in the MS Publisher or MS Word formats. Only distribute the PDF or edit documents as desired and create a new PDF for distribution.

Important Disclaimer

Information in tip sheets is provided with the understanding that the author and the publisher are not engaged in rendering legal or other professional services, especially with regard to a specific person, problem, health, or wellness concern, circumstance, or topic. Information is for general informational purposes.

All content is authored and approved by license professionals, however DFA Publishing and Consulting, LLC, HandoutsPlus.com, and its affiliates, authors and Web sites disclaim any liability, loss, or risk incurred consequences, directly or indirectly, from the use or application of any of the contents from its workplace wellness tip sheets. Tip sheet information is not a substitute for competent legal, EAP, or other professional advice. The purchaser or user of HandoutsPlus.com tip sheets should approve content before distribution to others. If you are a wellness professional, feel free to add you own input, edits, and amendments.

DFA Publishing and Consulting, LLC
1-800-626-4327
publisher@workexcel.com