RevCrest, Inc. Website Specifications:

**Requirements:**

* RevCrest Logo (attached “High Res Small Logo.png))
* Content Management (easy ability to make wording and minor graphical changes, specifically to the addition/deletion of jobs on Careers page)
* Clean appearance/white background
* Flowing, cohesive style across all pages
* Graphics of telemarketer/business photos related to call centers/etc.
* RevCrest must own all rights to website when complete

**3 pages:**

**1) Main/Splash Page** – includes information explaining who RevCrest is:

* RevCrest is a third party debt collection agency that is focused on the collection of higher education loans. RevCrest is compliant with all federal, state, and local laws and is committed to the professional and fair treatment of consumers. Our goal is to assist consumers in resolving their obligations in the manner that best meets their needs and to provide information necessary in order for consumers to make an informed decision.
  + RevCrest is accredited by the Better Business Bureau – include a link to the BBB site:

<http://www.bbb.org/upstate-new-york/business-reviews/collection-agencies/revcrest-inc-in-warsaw-ny-235980972/>

* RevCrest is a member of ACA International. Include logo on site (attached “aca-tm-member-color.gif”)
* 2016 Copyright
* Links to Consumer Information and Careers @ RevCrest (information about each page below)

**2) Consumer Information**

* **Consumer Forms**
  + FIS (Attachment “FIS” and include link on site, link below)
  + Link to FIS: <https://www.myeddebt.ed.gov/borrower/PDFFrames.jsp?fileName=form.statement.of.financial.status.pdf>
  + Consent form (Attachment “RevCrest Consent Form Format”)
* **Contact Information:** 
  + Consumer Care Representative # 855-844-6488
  + Consumer Care Representative Fax # 866-746-3817
  + Consumer Care Representative Email [info@revcrest.com](mailto:info@revcrest.com)
* **Legal Notice:**
  + All calls inbound and outbound may be recorded and monitored. This is an attempt to collect a debt by a debt collector and any information obtained will be used for that purpose.

**3) Careers @ RevCrest**

* Information about available jobs
  + Area to input job title / job description for available jobs – allowable room for up to 10 positions at a time.
  + RevCrest is an Equal Employment Opportunity employer. If you need to contact us regarding the accessibility of our website or need assistance completing the application process, please contact us using the contact information below:

Main Office Contact # 585-786-2046

Main Office Fax # 585-786-0495

Application Email [jobs@revcrest.com](mailto:jobs@revcrest.com)

* Application – ability for consumer to download application ( attachment “RevCrest Employment Application”) and ability for consumer to complete and upload application/resume. Applications/resumes that are uploaded via site should be automatically directed to [jobs@revcrest.com](mailto:jobs@revcrest.com)
* Contact Info to include on this page related to jobs/careers:
  + Main Office Contact # 585-786-2046
  + Main Office Fax # 585-786-0495
  + Application Email [jobs@revcrest.com](mailto:jobs@revcrest.com)
* Must include statement **EEO**
* Must include links to the following documents:

#### **EEO AA M/F/Vet/Disability** (Attachment “[Equal](http://coastprofessional.newbusinesspages.com/wp-content/uploads/2015/09/EEO-is-the-Law-English-and-Spanish.pdf) Employment Opportunity is The Law”)

* + **Your Rights as an Applicant** (Links in English and Spanish, need to be notated as such) (Attachments “Your-rights-as-an-applicant-Poster-English.pdf” and “Your-rights-as-an-appliant-Poster-Spanish.pdf”)
  + **We Participate in E-Verify** (Links in English and Spanish, need to be notated as such) (Attachments “E-Verify Participation Poster English.pdf” and “E-Verify Participation Poster Spanish.pdf”)

**Notes:**

RevCrest, Inc. has the rights to [www.RevCrest.com](http://www.RevCrest.com) through GoDaddy.com.