

## PACKAGES & PRICING

# On-Demand Support

You may already have HR support but require specialist advice, or you may just need one off support. Either way, we can provide low-cost, on demand support for your HR requirements.

You can purchase policies, a staff handbook or contract templates from us.

We also offer management packs which you can purchase at a reduced cost for all the HR documentation you need to manage a people process yourself.

### On-Demand Management Packs

| PACK NAME        | CONTENTS (INCLUDING)  | PRICES FROM |
|------------------|---|-------------|
| Job Interview    | Application form, manager guide, interview pack, job privacy notice   | £300        |
| New Starter      | Offer letter, manager guide, employer privacy notice, employee information form   | £300        |
| Disciplinary     | Manager guide, invite letter, disciplinary procedure, holding letter, meeting note template, outcome letter   | £400        |
| Grievance        | Manager guide, invite letter, application form, flexible working procedure, holding letter, meeting note template, outcome letter                     | £400        |
| Flexible Working | Manager guide, invite letter, application form, flexible working procedure, holding letter, meeting note template, outcome letter                     | £400        |
| Maternity        | Manager guide, notification form, acknowledgement letter, return to work letter, risk assessment form, keeping in touch day form, maternity procedure | £400        |

|                       |   |      |
|-----------------------|---|------|
| Paternity             | Manager guide, notification form, acknowledgement letter, paternity procedure   | £300 |
| Shared Parental Leave | Manager guide, shared parental leave procedure, notification form, acknowledgement letter, shared parental leave in touch days form, other employer confirmation form | £400 |

### On-Demand Singular Products

| PRODUCT             | PRICES FROM |
|---------------------|-------------|
| Employment contract | £500        |
| Staff handbook      | £750        |
| Policies            | £150        |
| Appraisal form      | £250        |
| Job offer letter    | £100        |
| Invite letters      | £75         |
| Other letters       | £75         |

### Hourly Charge-Out Rate

| POSITION/OFFICE   | BISHOP'S STORTFORD | LONDON |
|-------------------|--------------------|--------|
| Consultant        | £150               | £175   |
| Senior Consultant | £175               | £200   |

### Hourly Charge-Out Rate

| POSITION/OFFICE   | BISHOP'S STORTFORD                     | LONDON                                 |
|-------------------|--|--|
| Consultant        | Half day: £500<br><i>Saving £25</i>    | Half day: £600<br><i>Saving £12.50</i> |
|                   | Full day: £1,000<br><i>Saving £50</i>  | Full day: £1,200<br><i>Saving £25</i>  |
| Senior Consultant | Half day: £600<br><i>Saving £12.50</i> | Half day: £675<br><i>Saving £25</i>    |
|                   | Full day: £1,200<br><i>Saving £25</i>  | Full day: £1,350<br><i>Saving £50</i>  |