

Business Investment Packages

The Essential Investment

Price \$1517

- ▣ One – 30-minute Brainstorming Call
- ▣ One- HR Assessment of current department or need for services
HR Assessment results will be prepared within 7 business days
- ▣ 5 hours of coaching, guidance, or HR Services from an HR Expert
- ▣ Choose one of the HR Services listed below

HR Services

- ▣ Customized Employee Onboarding Packet
 - 5 Topic Pages**
 - Welcome Letter
 - Job Description
 - Offer Letter
 - Employee Information Form
 - Company Directory/Organizational Chart
- ▣ 3 Traditional Policies Developed



**Handbook not included

The Excel Investment

Price \$2518

- ▣ One – 30-minute Brainstorming Call
- ▣ One- HR Assessment of current department or need for services
HR Assessment prepared within 7 business days
- ▣ 10 hours of coaching, guidance, or HR Services from an HR Expert
- ▣ Choose one of the HR Services listed below

HR Services

- ▣ Customized Employee Onboarding Packet
 - 7 topic pages**
 - Welcome Letter
 - Job Description
 - Offer Letter
 - Employee Information Form
 - Company Directory/Organizational Chart
 - Confidentiality Agreement
 - Employee Agreement
- ▣ 3 Traditional Policies Developed

**Handbook not included



The Excellence Investment

Price \$3518

- ▣ One – 30-minute Brainstorming Call
- ▣ One- HR Assessment of current department or need for services
- ▣ HR Assessment prepared within 7 business days
- ▣ 10 hours of coaching, guidance, or HR Services from an HR Expert
- ▣ Choose one of the HR Services listed below

HR Services

- ▣ Handbook Development
- ▣ Premium Employee Onboarding Packet
 - 10 Topic pages**
 - Welcome Letter
 - Job Description
 - Offer Letter
 - Employee Information Form
 - Company Directory/Organizational Chart
 - Confidentiality Agreement
 - Employee Agreement
 - Payroll Calendar
 - Attendance Policy
 - Employee Email Information
- ▣ 5 Traditional Policies Developed

**Handbook not included

A' La Carte HR Services

- ▣ Payroll Processing*
- ▣ Background Checks*
- ▣ MVR Check*
- ▣ Administration of Onboarding* (Onboarding can be completed virtually via Zoom or DocuSign)
- ▣ Candidate Interviewing*
- ▣ Handbook Development
- ▣ Policy Development
 - Traditional Company Policies
 - Industry Specific Policy
- ▣ Sexual Harassment Training (Handbook and certificate of class completion included)
 - Sexual Harassment Training (email for quote)
 - Certificate of class completion included
- ▣ Group Training Sessions (email for quote)
- ▣ 5 hours of coaching, guidance, or HR Services from an HR Expert

All services require a 25% non-refundable deposit prior to services being rendered. Balances are due prior to services being completed.

***Items billed hourly**