**HR / BUSINESS SERVICES AGREEMENT**

Wendy Sellers, MHR, MHA, SHRM-SCP, SPHR of The HR Lady, LLC. agrees to provide HR or Business Services to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Insert Company Name).

**Agreement Details**

1. Both parties agree to maintain open lines of communication including regular meetings with relevant leadership and identified staff regarding performance under this Agreement and commit to establishing mutually agreeable goals and expectations for successful execution of this Agreement.
2. This Agreement is not intended to limit either future or concurrent phases of work, to be covered under separate Agreements, nor to limit the relationship of the parties.
3. The HR Lady, LLC. agrees to not discuss or disclose confidential or private information regarding Party 2 as an organization including employees and contractors of Party 2 (unless agreed upon).
4. Cancellation Clause – Either party may cancel this agreement upon a 30-day written notice delivered to the other party via standard communication methods during the performance period.
5. A recurring invoice will be emailed to Party 2 each month. The invoice must be paid immediately unless alternative arrangements are agreed upon. A credit card or ACH (electronic bank transfer) is the preferred recurring monthly payment option.
6. A valid, signed W9 must be provided to The HR Lady, LLC. at the onset of this agreement.
7. HR or Business Services, fee and other details are as outlined on page 2.

This Agreement shall be effective as of the date of the final signature below:

Executed by Party 1:

Wendy Sellers, Chief People Officer, The HR Lady, LLC.

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Signature: Date:

Executed by Party 2:

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Printed Name/Title/ Company

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Signature: Date:

**SERVICES AGREEMENT**

|  |  |
| --- | --- |
| Company Name: |  |
| Location/ Address: |  |
| HR/Business Consulting Services to be Provided by The HR Lady, LLC. | The HR Lady LLC. will provide (on a monthly basis) HR & Business Consulting Services which will include but is not limited to:   1. An initial on-site meeting (up to 6 hours) during month one which may include an HR Audit, Getting to Know You Sessions, Analysis of Processes and Procedures, Individual Culture/ Engagement Interviews, Company Town Hall Meeting, Educational and Motivational Workshop, etc. 2. Ten (10) hours total consultant hours (not including 6 initial hours from (a) above) consisting of:    1. On call and virtual consulting services (aka: “*Phone a Friend HR Lifeline”*)    2. Employee, management, leadership training or coaching sessions (topics TBD)    3. Change management advisory services    4. Facilitation of employee-based committee meetings    5. Other as mutually agreed upon |
| Monthly Fee: | $850 per calendar month |
| Lodging/ Meals/ Other Travel Expenses: | May be applicable for companies that require on site presence of *The HR Lady* out of the Central Florida region (Seminole, Orange, Volusia, Polk, Osceola, Lake, Sumter, Marion, Citrus, Hillsborough, Hernando counties). Rates to be discussed and mutually agreed upon. |
| Audiovisual Equipment: | * If consultant hours are used to conduct training, development or motivational speaking services, the consultant will provide: lap top computer and/or flash drive with presentation; clicker to advance slides * **Party 2 will provide: LCD projector, screen, any equipment necessary to connect to the projector.** |
| Workshop Materials, Printing | * Consultant will provide to Party 2 a copy of any materials or presentation handouts in an electronic format (Word and/or PDF). * **Printing costs will be incurred by Party 2.** |
| Copyright Clause: | The handout materials are intended for Party 2 to copy or transmit electronically for the sole purpose of giving to the attendees of the agreed upon session, if so desired. They may not be copied, sold, posted electronically, or given away for any other purpose without express written permission of The HR Lady, LLC. |