

Services, Rates, and Minimum Billable Hours

*All services are billed in 1-hour increments and invoices shall reflect an itemized breakdown of services rendered based on the “rate x hour” formulas below.

Human Resources Consulting

Minimum of 4 hours at \$25 per hour; additional hours at \$20 per hour

Small Business Development & Management

Minimum of 3 hours at \$25 per hour; additional hours at \$20 per hour

Policy Drafting

Minimum of 2 hours per policy at \$25 per hour

Handbook Preparation

Minimum of 24 hours at \$25 per hour

Miscellaneous Documents

Minimum of 2 hours per document at \$25 per hour

Job Posting Services

Minimum of 2 hours per job posting at \$25 per hour X amount of posting platforms

Candidate Tracking and Correspondence

Minimum of 2 hours at \$25 per hour (per candidate)

Job Offer Letter Preparation

Minimum of 1 hour per offer letter at \$25 per hour

Employee Onboarding Process

Minimum of 40 hours at \$25 per hour (1-10 employees); \$15 per hour for each additional employee

Training Program Development and Implementation

Minimum of 40 hours at \$25 per hour

General Administrative Services

Minimum of 1 hour at \$25 per hour

Employee Engagement Services

Minimum of 4 hours at \$25 per hour (1-10 employees); \$15 per hour for each additional employee

Workforce Optimization

Minimum of 4 hours at \$25 per hour

Employee Team Building

Minimum of 8 hours at \$25 per hour (1-25 employees); \$15 per hour for each additional employee