

Standard Fees and Services Price Sheet

Item	Description	Price (excluding GST)
Initial Consultation	First consultation - maximum 30 minutes	No charge
Consulting Fee	Standard Consulting fee for service. Charged at 6 minute increments	\$230 per hour
Telephone Enquiries	The first 10 minutes of each new matter (for clients who have registered their company name and contact details with Chapman ER Ltd)	
Policy Document	Purchase of Chapman ER developed policy document such as Drug & Alcohol, H & S and Employee Handbooks (no alterations or adaptations included)	\$200
Template Document	Purchase of Chapman ER developed templates such as Position Descriptions, IEA's and base letters (no alterations or adaptations included)	\$140
Projects & Contracts for Services	Contract for retained services or extended projects	
On-site Training	Tailored on-site training is available and priced on a per job basis. On-site training using our existing programmes is charged at standard half or full day rates	\$970 \$1,685 \$2,905
Training Workshops	1 Delegate 2 Delegates 3 Delegates	\$270 \$510 \$745
Recruitment Toolkit	3 Templates - Application Form, Telephone Interview Questions, Performance Based Questions and Reference Check form.	\$280
Training Room Hire	Seats up to 36 people theatre style, 15 U shape. Includes: Table, Chairs, Data Projector, Mobile Whiteboard and Markers	
Extras	Tea & Coffee & Biscuits	

Note: All prices are GST exclusive.