

Standard Fees and Services Price Sheet

Item	Description	Price as of 1 April 2019 (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 (current) \$235 per hour (from 1 Apr)
Employment Agreements	Due to the legal complexities and variations available, base Employment Agreement templates are not offered for purchase. Our consultants can tailor these to suit your individual requirements. Prices vary depending on the time required.	Approx \$350 - \$500
'Off the Shelf' Policy Documents	Chapman ER developed policy documents such as: Drug & Alcohol, H & S, Meal Breaks, Vehicle, Technology & Social Media, Privacy, Leave and many more. (no alterations or adaptations included).	\$200 - \$1000
Handbooks	We offer a range of base employee handbook templates depending on the size and needs of your business. (no alterations or adaptations included)	\$500 - \$1,500
Strategic Projects & Retained Services	Extended strategic projects such as HR process reviews and retained HR/ER partnership services	By negotiation
Peace of Mind Package	An ideal value package for growing businesses. Help available when you need it. Email office@chapmaner.co.nz for details	\$330/month
Tailored Training	Tailored on-site training is available and priced on a per job basis. On-site training using our existing programmes are charged at our standard rates outlined. See our website for the latest courses.	\$970 Two hours \$1,850 Half Day \$2,905 Full Day
Short Public Workshops (half day)	See our website for upcoming workshops in Nelson and Blenheim	\$310 (1 Delegate) \$585 (2 Delegates) \$855 (3 Delegates)
Recruitment Support Templates	Base templates including: Application Form, Phone Interview Questions, Competency Based Questions, Reference Check form and Offer letter	\$145 each \$650 the pack
Recruitment Toolkit for Tradies	This will equip you with all the tools you need to employ someone using the correct processes. Includes a guide of what steps to take when.	\$970

Note: All prices are GST exclusive.