

## 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)	No charge
Documents & Legal Documents	Documents such as Employment Agreements, Position Descriptions and base letters can be tailored to suit your individual business requirements. Prices will vary depending on the time required. Due to the legal complexities and variations available, Employment Agreement templates are not offered for purchase.	Approx \$230 - \$500
Policy Document	Purchase of Chapman ER developed policy document such as Drug & Alcohol, H & S (no alterations or adaptations included)	\$200
Handbooks	Base employee handbook template (23 pages) with no alterations or adaptations	\$350
Strategic Projects & Retained Services	Extended strategic projects such as HR process reviews and retained HR/ER partnership services	By negotiation
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 Two Hours \$1,685 Half Day \$2,905 Full Day
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	\$75 Half day \$150 Full day
Extras	Tea & Coffee & Biscuits	\$1.80/person

*Note: All prices are GST exclusive.*