

April 8, 2015

PROPOSAL FOR HR SERVICES

Thank you for giving us the opportunity to provide you with a proposal. Below is the pricing to provide HR services to ABC Example Company.

This includes the statement of works identified in our Small Business Package -B
To include the following services;

- **Complete HR Assessment**
Client review with Total HR, customized strategic planning by quarter after risk assessment

- **Wage and Hour Compliance Review**
Analysis of current wages- industry average wages-Massachusetts Wage compliance and filings

- **Fair Labor Standards Act Classification Audit**
Review of all wage type; exempt- non-exempt-contract and classifications

- **Updates on Employment Law**
Fully customized job descriptions-overview of responsibilities and requirements for position and employee classification

- **Policy & Procedures**
Create a policies consistent with company standards, State & Federal mandates and procedure.

- **On Demand Q &A**
Direct communication with dedicated Client Team member for questions & concerns

TOTAL HR SOLUTIONS

30 Sudbury Road Suite #1 Acton MA 01720
(978)298-5454

The monthly fee for service, detailed in the Statement of Works here, will be:

- \$149.00 per month ACH the 1st of each month beginning April 15, 2015
- Set Up Fee= WAIVED FOR ADVANTAGE

***Trainings will be \$25.00 per employee for onsite and \$10.00 each for Live WEB Trainings ***

We welcome the opportunity to work with you and your team.

If you have any additional questions or concerns, please contact me at (978)298-5454 or email julie@totalhrsol.com.

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I agree to the identified statement of works as detailed in this proposal. The scope for work can be modified by Total HR solutions with 60 days' notice with mutual consent.

Customer

Name: _____

Customer

Address: _____

Phone #: _____

Authorized Contact: _____

Contact Signature: _____

Date: _____

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