

ITEM	Tr	PRICE (exc. of GST)	SPECIFICS
HUMAN RESOURCES SUPPORT			
OSHA Consultancy			
Staffing Solution (Supervisor, Coordinator, Officer, Manager)		From \$160	
Drafting of Risk Assessments document (including sign-off)		\$350.00	
Drafting of Method of Statements document		\$350.00	
Drafting of Safe Work Procedures documents (including sign-off)		\$350.00	
Drafting of Fall Prevention Plans		\$350.00	
Drafting of Safety Management System		\$480	19 elements (MOM Requirements)
Visa Application Services			
Employment Pass		S\$800.00	Preparation and (1) submission
S Pass		S\$700.00	Preparation and (1) submission
Dependant Pass		S\$550.00	Preparation and (1) submission
Letter of Consent		S\$300.00	Preparation and (1) submission
Work Permit		S\$300.00	Preparation and (1) submission
HR Documentation & Compliance Solutions			
Drafting of Standard Operating Procedures		S\$21.00	Per page
Payslip template		S\$25.00	
Invoice template		S\$25.00	
Quotation template		S\$25.00	
Letter of Appointment / Termination		From S\$68	Depending on complexity, inc. drafting, reviewing and revising
Employee Handbook		S\$21.00	Per page
Consultation services (i.e. on- and off-boarding processes, assessment, dispute, etc.)		S\$120.00	Hourly rate
Database Management (Employee record)		S\$12.00	Per employee per month
Recruitment Process inc. job ad for posting, pre-selection of candidates, interviews		S\$360.00	Fixed fee + Equivalent to half month salary per successfully hired candidate
OPERATIONAL STREAMLINING & STRATEGIC ADVISORY			
Marketing & Communications			
Marketing & Communications Strategy		From \$1,800	Depending on complexity and timeline
Market Research		From \$1,800	Depending on complexity
Strategic Partnerships		à la carte	Commission-based when reaching KPI, daily report, prepare a pitch for this based on LPE experience
Social Media / Adobe Suite tools staff training		S\$120.00	Per hour
Social Media 100% under Elevia (third party)		From \$3,200	Per month
Public Relations, Articles		From \$350	Per article
Website		à la carte	Depending on complexity
Branding (logo, colour palette, typography, guidelines, deck template)		From \$2,500	Depending on complexity
Other collaterals (i.e. banner, brochure, flyer, etc.)		à la carte	Depending on complexity
Business Licensing & Grant Assistance			
Licensing application preparation – Support in preparing and submitting applications for necessary business licenses (e.g., SSG)		From S\$5,000	Depending on type of license and complexity
SME Grant Assistance – Guidance in identifying and applying for grants to support small and medium-sized enterprises		S\$800.00	Fixed fee + 5% to 7% of subsidy upon approval