

| ITEM | PRICE (exc. of GST) | SPECIFICS |
|--|------------------------|--|
| HR SUPPORT CONSULTANCY | | |
| Staff-on demand | | |
| Staff on-demand Solution (Specialist) | From \$35.00 | Hourly rate, depending on role |
| Staff on-demand Solution (Non-Specialist) | From \$25.00 | Hourly rate, depending on role |
| HR Documentation & Compliance Solutions | | |
| Consultation services (i.e. on- and off-boarding processes, assessment, dispute, etc.) | \$120.00 | Hourly rate |
| 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 | \$480.00 | 19 elements (MOM Requirements) |
| Drafting of Standard Operating Procedures | \$21.00 | Per page |
| Payslip template | \$25.00 | |
| Invoice template | \$25.00 | |
| Quotation template | \$25.00 | |
| Letter of Appointment / Termination | From \$68.00 | Depending on complexity, inc. drafting, reviewing and revising |
| Employee Handbook | \$21.00 | Per page |
| Database Management (Employee record) | \$12.00 | Per employee per month |
| OPERATIONAL STREAMLINING & STRATEGIC ADVISORY | | |
| Marketing & Communications | | |
| Marketing & Communications Strategy | From \$1,800.00 | Depending on complexity and timeline |
| Market Research | From \$1,800.00 | 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 | \$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 |
| Occupational Safety Hazard & Administration (OSHA) | | |
| Advisory & Consultancy | \$120.00 | Hourly rate |
| Auditing | à la carte | Price per project |
| Courses advisory and facilitation | à la carte | Depending on needs |
| Business Licensing & Grant Assistance | | |
| Licensing application preparation – Support in preparing and submitting applications for necessary business licenses (e.g., SSG) | From \$5,000 | Depending on type of license and complexity |
| SME Grant Assistance – Guidance in identifying and applying for grants | \$800.00 | Fixed fee + 5% to 7% of subsidy upon approval |