



LaunchPad Associates Limited.

Mile House, Bridge End, Chester-Le-Street, Durham, DH3 3RA

<https://www.launchpadassociates.co.uk/launchpad-hr/>

(Company Number 08291826)

1. Introduction

LaunchPad HR is a Trading Company of LaunchPad Associates Limited. Partners Jo Cameron (formally Remote HR Solutions) and Beverly Sherratt (formally Profectus 4 People Limited) first joined forces to collaborate within the HR industry in 2013. They have now brought their companies together under the LaunchPad brand to provide services that take the fear out of HR, management and leadership.

LaunchPad Associates Limited brings together our HR and Business Development expertise and coaching. Together with a group of experts in their field we seek to provide specialist support, projects and advice in one space. All of our Associates are checked and vetted. They are selected because we know and trust them to be the best!

Beverly and Jo have over 20 years' experience in HR, Recruitment and Organisation / People Development, and they have been in business themselves since 2012, so your HR or Organisation Development is in safe hands!

LaunchPad Associates Limited operates transparent terms of business for their clients regarding consultancy

2. Operational HR Consultancy Fees

Service	Day Rate	Hourly Rate
Retained Consultancy	£440.00	£56.00*
Non-Retained Consultancy Services	£600.00	£72.00

*Outside of retained hours.

3. Retainer Fees

Clients can purchase an annual number of hours support to use at any time throughout the year by paying a monthly fee. This support can be tailored specifically to your requirements and budget. Remote support can be provided by phone or email. Visits will be charged at the retained consultancy fee of £56.00 per hour.

Annual Retainers			
Package	Number of hours	Annual Price	Monthly Fee
Basic	Maximum 12 hours per annum	£720.00	£60.00
Bronze	Maximum 24 hours per annum	£1,416.00	£118.00
Silver	Maximum 36 hours per annum	£2,052.00	£171.00
Gold	Maximum 60 hours per annum	£3,300.00	£275.00
Platinum	Maximum 96 hours per annum	£5,088.00	£424.00

4. HR Documents and Policy Fees

A variety of HR products and services are available for ad-hoc projects or issues which may arise. *A 10% discount will be offered to Clients on a retained services package.*

Product	Details	Price
Staff Appraisals	Based on half day	£300.00
Sickness/Absence Reviews	Based on half day	£300.00
Grievance	Based on half day	£300.00
Disciplinary	Based on half day	£300.00
Redundancy	Based on half day	£300.00
HR Audit (to ensure policy compliance)	Based on half day	£300.00
Staff Handbook	Update	£550.00
	Compilation	£500.00
Contracts of Employment	Basic	£80.00
	Bespoke	£130.00
HR Policies	Each	£56.00
	Full suite of policies (14 policies)	£658.00

All prices are inclusive – no hidden extras.



Thank you for your enquiry.

We look forward to hearing from you. If you have any queries, please contact Beverly Sherratt on 07969005047 or Jo Cameron on 07930106988.