



# HUMAN CAPITAL MANAGEMENT

## H.R. ON DEMAND EXPERTISE WHEN YOU NEED IT

|  | BASIC PLAN        | ESSENTIAL PLAN     | PREMIER PLAN       |
|--|-------------------|--------------------|--------------------|
| On-Demand Telephone or Email Support           | 8/year            | 16/year            | Unlimited          |
| HR Toolkit                                     | Yes               | Yes                | Yes                |
| Subscriber-Only E-alerts                       | Yes               | Yes                | Yes                |
| Research & Response Projects                   |                   | 2/year             | 2/year             |
| Background Checks                              |                   | 2/year             | 4/year             |
| Annual Employee Handbook Review                |                   | Yes                | Yes                |
| Federal & State Regulatory Compliance Check-up |                   |                    | Yes                |
| Annual 2-hour Training Seminar*                |                   |                    | Yes                |
|  | <b>\$50 MONTH</b> | <b>\$150 MONTH</b> | <b>\$250 MONTH</b> |



**YOUR H.R. ON DEMAND  
EXPERT:**

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# HBK

Certified Public Accountants  
Business Consultants  
[www.hbkpcas.com](http://www.hbkpcas.com)

## A LA CARTE H.R. SERVICES

|  |       |
|--|-------|
| Initial Phone Call or Email Response (each)            | \$ 50 |
| HR Toolkit   | \$300 |
| Subscriber-Only E-alerts                               | \$300 |
| Research & Response Project (30 minutes)               | \$ 75 |
| Background Check (per applicant)                       | \$ 75 |
| Annual Employee Handbook Review & Recommendations      | \$600 |
| Federal & State Regulatory Compliance Check-up         | \$350 |
| 2-Hour Training Seminar*                               | \$500 |
| Employee Benefits Program Check-up                     | \$350 |
| Job Description Creation                               | \$ 75 |
| Performance Management System Review & Recommendations | \$500 |

\* via webinar for businesses located more than 70 miles away from the nearest HBK office.