

# MANAGEMENT SOUTHWEST, LLC.

*Providing Cost-Effective Legal Solutions to Employment Issues*



## HR Essentials Package

Service	Essentials Package	Individual Service Price
<b>Legally Compliant Sample Employee Handbook</b>	Included	\$1,000
<b>Legally Compliant New Hire Documents</b> <ul style="list-style-type: none"><li>- Employee Application</li><li>- Sample Offer Letter</li><li>- Hiring Practice Guidelines<ul style="list-style-type: none"><li>o Personnel Files</li><li>o Medical ADA</li><li>o Interview tips</li><li>o Record Retention</li></ul></li><li>- Links to Required Posters</li><li>- I-9</li><li>- W-4</li><li>- Authorization to Deduct</li><li>- Direct Deposit Authorization</li><li>- Performance Evaluation Sample</li><li>- Written Warning Sample</li></ul>	Included	800
<b>One Written Exemption Classification Legal Review</b>	Included	650
<b>Draft Non-Solicit/Confidentiality Agreement</b>	Included	500
<b>One Hour Meeting with Legal Counsel - Onboarding and Hiring practices</b> <ul style="list-style-type: none"><li>- Onboarding</li><li>- Hiring</li><li>- Compensation</li><li>- General Employment Law compliance</li></ul>	Included	350
<b>30 Minute Consultation Regarding Employee Classification</b> <ul style="list-style-type: none"><li>- Exempt vs. Non-Exempt Classification</li></ul>	Included	175
<b>One Hour General Employment Law Consultation</b>	Included	350
20% Hourly discount on up to three hours employment law guidance within first six months of engagement	Will Vary	Will Vary
<b>Total</b>	<b>\$1,795</b>	<b>\$3,825</b>

Management Southwest, LLC.

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