

|   | No of employees affected | What is included  | Hours of service | Cost (plus VAT)  |
|---|--------------------------|---|------------------|--|
| 1 | 1-3                      | <ul style="list-style-type: none"> <li>The most cost effective way for you to get the templates and advice is to sign up to our HR Express Service as reorganisations of this scale are included in that package. Prices start at £1200 + VAT. In addition to the reorganisation support you would also get an annual HR support service to help with any ongoing employment issues.</li> <li>If lower level management</li> <li>If senior management (complex working arrangement or contractual arrangements)</li> </ul>  | 3<br><br>5-7     | £1,200<br>(Platinum service)<br><br>Covered within service<br>NB: out of scope.<br>Fees negotiable |
| 2 | 3-10                     | <ul style="list-style-type: none"> <li>Guidance note on implementing a business re-organisation</li> <li>Timetable for business reorganisation process</li> <li>Checklist and process for changing terms and conditions</li> <li>Up to 2 hours of corporate or Insolvency/debt restructuring advice (additional hours are additionally chargeable)</li> <li>Letters to employees on:               <ul style="list-style-type: none"> <li>Serving notice and offering employment on new terms</li> <li>Seeking agreement to changing terms (with or without contractual variation clause)</li> <li>Warning of possible dismissal and re-engagement</li> </ul> </li> </ul> | 5-20             | £2,000 - £7500<br>Depending on seniority of employees and complexity of arrangements               |
| 3 | 11-30                    | <ul style="list-style-type: none"> <li>All the above plus dealing with collective consultation requirements where more than 20 employees involved in the restructure.</li> <li>Letters to employees on:               <ul style="list-style-type: none"> <li>election of employee reps</li> <li>dealing with individual dissenter after collective consultation warning of possibility of dismissal and re-engagement and inviting to meeting</li> </ul> </li> </ul>  | 10-20            | £4,000 - £10,000<br>Depending on seniority of employees and complexity of arrangements             |
| 4 | 31-50                    | All the above with full support   | Bespoke          | £15,000+   |
| 5 | 51-100                   | All the above with full support   | Bespoke          | POA  |
| 6 | 100+                     | All the above with full support   | Bespoke          | POA  |

#### Additional Services

- Settlement agreement template - £700 plus VAT
- Advice on appeals, meeting scripts/crib notes - £250 plus VAT per hour
- We can conduct or arrange the consultation meetings (all staff or individually) on your behalf including notes - £750 - £1000 plus VAT /day (plus travel expenses if cannot be done remotely)
- Consultation with trade unions - Price on request
- Advice from Corporate or Insolvency expert on corporate restructure or administration, insolvency – in addition to the packages above or where entirely separate advice is required advice from our leading lawyers at a reduced rate of £250 plus VAT / hour.

#### Litigation

Litigation is not covered by the above services but we are so confident in our services that we will handle any litigation arising from a process in which you followed our advice at a rate of fees reduced by 15%.