

Service	Tick which elements are provided	Price to the Service User – specify unit e.g. £ per hour/£ per task
Administration and financial management		
Advice and assistance with VAT, PAYE and National Insurance	✓	Included in payroll provision
Financial Planning and budgeting	✓	£20 per hour for ad hoc services
Managed accounts	✓	From £290 per annum.
Record keeping and monitoring	✓	Included
Administration of a payroll and PAYE system	✓	From £6.00 (per pay slip).
Other (please specify)		
Recruitment and selection		Recruitment and selection
Advice and assistance with recruitment and selection	✓	Set up and ongoing support from £100.
DBS checks	✓	£66 per employee
Personal Assistant Matching		
Advice and assistance with contracts and terms and conditions of employment	✓	Included in recruitment prices
Health and safety	✓	Included in recruitment prices
Insurance	✓	(Guidance & Signposting only included in recruitment prices) Cost of insurance to be borne by service user.
Other (please specify)		
Support		
Free no-obligation first visit	✓	Free
Support planning	✓	From £60

Assisting SU with monitoring services	✓	All additional ad hoc support services charged at £20 per hour, plus travel time.
Helping SU to make the most of the DP	✓	Included
Assisting SU with paperwork	✓	Included
Enabling SUs to solve problems	✓	Included
Other (please specify)		
General		