



# HUMAN RESOURCE SOLUTIONS SIZED FOR YOUR BUSINESS

Phil Romm Consulting is excited to offer tiered services specifically configured to meet your organization's budget and Human Resources requirements.

## BRONZE HR REVIEW

*Ideal for 1 to 10 Employees*

**8 hours of human resources services\* to include:**

- A review of your current employee handbook – this includes **developing a new handbook** or updating an existing handbook. An electronic copy will be provided.
- An audit of your employee files without digitizing. The audit will include a report with recommended actions.

**Additional services available at an hourly rate.**

COST: \$750  
(\$300 non-refundable deposit /  
\$450 paid at completion)

## SILVER HR REVIEW

*Ideal for 15 to 25 Employees*

**30 hours of human resources services\* to include:**

- A review of your current employee handbook – this includes **developing a new handbook** or updating an existing handbook. An electronic copy will be provided.
- An audit of your employee files, including digitizing. The audit will include a report with recommended actions.
- A review of your pay practices.

**Additional services available at an hourly rate.**

COST: \$2,000  
(\$1,000 non-refundable deposit /  
\$1,000 paid at completion)

## GOLD HR REVIEW

*Ideal for 25 to 40 Employees*

**50 hours of human resources services\* to include:**

- A review of your current employee handbook – this includes **developing a new handbook** or updating an existing handbook. An electronic copy will be provided.
- Update or develop your HR document library (offer and termination letter, application, and others).
- An audit of your employee files, including digitizing. The audit will include a report with recommended actions. Included is our support to fix audit items.
- A review of your pay practices.
- Review areas for efficiency gains through technology.

**Additional services available at an hourly rate.**

COST: \$3,500  
(\$1,250 non-refundable deposit /  
\$2,250 paid at completion)

*"Phil Romm Consulting helped me develop an appropriate HR structure for my company and was available at all times to assist with urgent issues. Without a doubt the best value in HR Consulting anywhere in the Baltimore Metro!"*

**JEFF SPOKES**  
President, Spokes Marketing

## FIND YOUR BEST PLAN TODAY!

Contact us today at **443-987-6913**  
or email **phil@prommconsulting.com**  
to discuss the best plan for your needs.\*\*

\* Travel costs additional if distance traveled is greater than 25 miles from Bel Air, MD (21014).

\*\* Available only to new clients that are not currently under agreement or in discussions to be under agreement with Phil Romm Consulting.