



## FEE FOR SERVICES

### Human Resources Fees:

- **HR Consultation Fee:** Free 1-hour “*Good Fit*” meeting (phone, in-person or virtual)
- **HR Consulting Agreement Fee:** \$100\* (non-refundable & will go towards your first 2 hours of service)
- **HR Consulting Fee:** \$50/hour
- **HR Consulting Packages:** (includes Employee Handbook/Manual Development, Trainings, Access to Market Benchmark Data, Business Plan Development, and more): Contact for a customizable fee, (packages start at \$600)

### Executive Coaching Fees:

- **Executive Coaching Consultation:** Free 1-hour “*Good Fit*” meeting (phone, in-person or virtual)
- **Executive Coaching Agreement Fee:** \$100\* (non-refundable & will go towards your first 2 hours of service)
- **Executive Coaching Individual Fee:** \$50/hour
- **Executive Coaching Group Sessions:** \$800 (min. of 4- 1/hr group sessions- 3 to 8 individuals)
- **Executive Coaching Packages:** Contact for customizable individual and group packages

### Grant Writing Fees:

- **Initial Consultation Fee:** Free 1-hour “*Good Fit*” meeting (phone, in-person, or virtual meeting)
- **Grant Writing Agreement Fee:** \$100\* (non-refundable & will go towards your first 2 hours of service)
- **General Grant Writing Services:** \$50/hour  
(includes researching the appropriate grant(s) for your organization, gathering your organization information to be included in the grant, working with you to complete the grant, and processing the grant prior to the deadline)
- **Grant Packages:** Contact for a customizable fee (packages start at \$600 and includes general Grant Writing Services & Business Plan Development)

### Business Service Fees:

- **Business Plan Development:**
  - **Basic Business Plans:** \$300+
  - **Comprehensive Business Plans:** \$350+ (Includes Market/Financial Analysis)
- **Strategic Business Plan Development:** \$300+
- **Packages (Business Plan & Strategic Plan Development):** Customizable Packages starting at \$550.
- **Operational Agreements:** \$100+
- **Operational Plans:** \$150+
- **Executive Summaries:** \$150+
- **Employee Handbooks** \$250+

*\*\*\*Additional per hour fees may be added to complete the above services, pricing will be discussed during the consultation.*



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### Additional Service Fees:

- **Resume/ CV Review:** \$75+
- **Cover Letter Review/Crafting:** \$75+
- **Teaching Philosophy/ Research Statement/ Diversity Statements, etc.:** \$75+ (each)
- **Mock Interviewing:** \$50 (per 1-hour session)
- **Compensation Negotiation Coaching:** \$50 (per 1-hour session)
- **Compensation Negotiation Customized Letter (or email):** \$50+

### Special Events Planning/Coordinating Fees:

- **Consultation:** Free 1-hour “*Good Fit*” meeting (phone, in-person or virtual)
- **Consulting Agreement Fee:** \$150\* (non-refundable & will go towards your total cost of service)
- **Event Planning/Coordinating Fee:** \$75/hour (4-hour minimum)
  - Corporate Events, Meetings, Special Occasions

### Property Management Fees:

- **Consultation:** Free 1-hour “*Good Fit*” meeting (phone, in-person or virtual)
- **Contract Set-up Fee:** \$150
- **Property Management:** 10% of the monthly rent collected (fixed fee for vacant property based on vacancy and property type)

### Notary Fees:

- **Mobile Notary Fee:** \$15-25 (based on proximately from business location, must live in PA)
- **Notarial Acts:**
  - Taking Acknowledgements: \$5
  - Taking Acknowledgements for each additional name: \$2
  - Administering oaths or affirmations: \$5
  - Taking verification on oath or affirmation: \$5
  - Witnessing a signature (charge per signature): \$5
  - Noting a protest of a negotiable instrument (charge per page): \$3
  - Certifying a copy or deposition (charged per certified copy): \$5

### Consulting Specialty Areas:

- Diversity, Equity & Inclusion
- Human Resources/Recruitment/ Retention
- Organizational Development & Leadership
- Strategic Planning
- Higher Education
- Grants
- Executive & Life Coaching
- Special Events

\*A non-refundable fee is required upon agreement of service.

\*\*You will be invoiced before completion of any service for every 10 hours of work.

\*\*\*Final payment is due at the time of completion.

\*\*\*\* P.S. Renee, LLC will only focus on one grant per organization at a time.

\*\*\*\*\*Although P.S. Renee, LLC will work to submit the most comprehensive and efficient grant proposal to accurately reflect the needs of your organization, refunds are not given when a grant is not awarded to your organization.

\*\*\*\*\*Event Planning/Coordinating Fees require a 4-hour minimum with a \$150 non-refundable fee to secure the date.