



FEE FOR SERVICES

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)

Government Contracts Fees:

- **Initial Consultation Fee:** Free 1-hour *“Good Fit”* meeting (phone, in-person, or virtual meeting)
- **Writing Agreement Fee:** \$100* (non-refundable & will go towards your first 2 hours of service)
- **General Government Contracting Writing Services:** \$75/hour

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

Business Service Fees:

- **Business Plan Development:**
 - **Basic Business Plans:** \$350+ (excludes strategic plan)
 - **Comprehensive Business Plans:** \$450+ (Includes strategic plan & Market/Financial Analysis)
- **Strategic Business Plan Development:** \$450+
- **Packages (Business Plan & Strategic Plan Development):** Customizable Packages starting at \$550.
- **Operational Agreements:** \$100+
- **Operational Plans:** \$150+
- **By-Laws:** \$100+
- **Proposals:** \$250+ (1-page proposals \$150)
- **Executive Summaries:** \$150+
- **Employee Handbooks** \$300+

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

Professional Certifications:

- **Professional Certifications:** \$250+ (Additional \$100 per additional certification)
 - ✓ Small Business Certification (SBE)
 - ✓ Minority-Owned Business Certification (MBE) or
 - ✓ Women-Owned Small Business Certification (WOSB)
 - ✓ Economically Disadvantaged Women-Owned Small Business Certification (EDWOSB)
 - ✓ Veteran-Owned Business Certification (VOBE)



FEE FOR SERVICES

Business Registration/ Formation

- **State LLC/ Sole Proprietor/ Non-Profit Registration/Formation: \$50+** (State Fees no included)
- **State Formation Amendments: \$50+** (State Fees no included)
- **IRS 501c3 Non-Profit Tax Exemption: \$550** (IRS Fee not included)

Additional Service Fees:

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

Social Media Management

- **Starter Package: \$300/month**
- **Premium Package: \$500/month** (*most popular*)
- **Platinum Package: \$750/month**

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: \$20-25** (based on proximity from the business location, must live in PA)
- **Notarial Acts: \$5** per page

Consulting Specialty Areas:

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

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

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

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

****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.