

Quotation for Services



Delsion Ltd
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Finance Manager
 Office of Carolyn Harris MP
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Mobile

22nd November 2015

Email:

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 Cost
 Excl
 VAT
 Total
 Incl Vat

Service	Detail	Cost Excl VAT	Total Incl Vat
Formulation and Provision of Employee Handbooks	Formulate, produce and implement a bespoke employee handbook covering all relevant HR focused policies and procedures. To include individual roles and responsibilities for all current employees.	<input type="text"/>	
Design and running of "Effective Office Management" Workshop	Design, produce and run an "Effective Office Management" workshop for current available employees. Course to be a full day (6 hrs) and run offsite. Content to include: Planning and prioritising, team work and effective communication. All materials to be supplied. Workshop to include familiarisation with employee handbook and relevant policies and procedures.	<input type="text"/>	
Total		£1250	£1500