

# Halborns.

## CONTRACT AND HANDBOOK HEALTH-CHECKS

Compliant, commercial, contemporary - the 'three Cs' that make up every great contract and handbook. Our flexible solutions will help ensure that you're documents are hitting the mark and protecting your business.



### **CONTRACT AND HANDBOOK REVIEW - £500+VAT**

- We'll provide you with a 'red / amber / green report' identifying gaps in compliance, risks to your business and commercial opportunities.
- We'll also explain opportunities for you to add flexibility for the future and potentially save your business money.



### **CONTRACT AND HANDBOOK REDRAFT - £2500+VAT\***

- We'll review your contract and handbook as above to identify gaps and risks to your business.
- We'll re-draft your contract and handbook to ensure they're legally compliant, maximise commercial opportunity, are contemporary in tone, and give you the flexibility to deal with any unforeseen events in the future.

\*Fee may be higher if your contracts contain restrictive covenants, bonus or commission provisions.



### **TEMPLATE CONTRACT AND HANDBOOK - £1250+VAT**

- Our compliant, contemporary and commercially focussed contract and handbook templates for you to adapt to your business.
- Fully up to date with the latest employment law requirements (like the Good Work Plan) and will ensure you've got flexibility built in to deal with unforeseen future events.
- Our comprehensive employee handbook contains all the policies you'll need moving forward, drafted in a contemporary and engaging tone to reflect your business.



### **TOOLKIT TO CHANGE T&CS - £650+VAT**

- If you need to change terms and conditions, our toolkit will give you everything you need, including:
  - An hour of advice from an experienced employment lawyer
  - Flowchart explaining your options to change terms and conditions
  - Template letter to employees setting out the changes to their contractual terms

[CLICK HERE](#)



**IF YOU'D LIKE TO DISCUSS CONTRACT  
AND HANDBOOK HEALTH-CHECKS IN  
MORE DETAIL**

All of the options above can be purchased separately or in combination with each other to suit your needs. If you're an Intelligent Employment client, you'll benefit from discounted fees.