



Date

Name

Business Name

Address

City, State Zip Code

Dear Name:

We look forward to the opportunity to provide excellent HR assistance to your organization. Thank you for your business and confidence. It is our goal to demonstrate that your confidence and trust are well placed. Your satisfaction is our goal.

### **Statement of Work – Virtual HR Service**

Whether you need help validating an HR decision, understanding changes in employment regulations, researching a new benefit or managing employee relations, the Virtual HR Helpline is only a phone call or email away.

As a client, you will receive:

- Unlimited access to the Virtual HR Helpline
- Legal updates and new policies to add to your Employee Handbook
- Monthly HR Focus Compliance Newsletter with employment law updates and best practice recommendations
- Legally reviewed forms, policies and other HR resources
- Complimentary participation in all of our compliance training webinars
- Subscription to the [infiniteHR](#) online client resource center, available 24/7

#### **1. Investment**

\$1500 per year

#### **2. Additional Terms and Conditions**

- HR Support Services shall commence as of the Agreement Date above and shall remain in force for 12 consecutive months. This HR Support Services Agreement will then continue unless 30 days advance written notice of cancellation is sent to Pinnacle Human Resources, LLC
- Client shall be responsible for all fees as identified in the virtual service agreement. On-Site services or actual work performed outside of the virtual list be agreed to by both parties in writing before performing any work associated with any such request. A project estimate may be provided upon request.
- Invoices will be generated weekly or monthly and are due promptly upon receipt.

