

L. Studio HR

Pricing Guide 2026

Transparent HR Support for London & Essex Small Businesses

About L. Studio HR

CIPD-qualified HR professional providing bespoke support for businesses with 1-15 employees across London and Essex.

Our Philosophy:

- Clear, upfront pricing
- No hidden fees
- Flexible, pay-as-you-go options
- Quality over volume

Location: London & Essex **Contact:** [Your website]

Our Services & Pricing

1. Free HR Compliance Audit

Investment: FREE (Limited to 5 per month)

What's Included:

- Complete review of existing employment contracts
- Regulatory gap identification
- Customized growth roadmap
- Written findings report
- 30-minute debrief call

Perfect For:

- New business owners unsure where they stand
- Growing businesses adding their first employees
- Companies who haven't updated contracts in years

Duration: 3-5 working days **Deliverable:** PDF report with prioritized actions

Normally £150 - Currently FREE for first 5 enquiries each month.

2. Essential Documents Package

Investment: £395

What You Get:

- Employment contract template (customized for your business)
- Employee handbook (UK-compliant, 15-20 pages)
- Offer letter template
- New starter checklist
- Right to work check template

Perfect For:

- Businesses hiring their first 1-3 employees
- Startups needing the basics in place
- Companies who need clean, compliant documents fast

Timeline: 5-7 working days **Format:** Editable Word documents + PDF versions

What's Not Included:

- Job descriptions (add £75 each)
 - Role-specific policies (priced separately)
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3. Complete Onboarding System

Investment: £695

What You Get: Everything in Essential Documents Package, PLUS:

- Welcome email templates (day 1, week 1, month 1)

- First day agenda and checklist
- 30-60-90 day plan template
- Onboarding feedback form
- Manager's onboarding guide
- Paperwork checklist (UK-compliant)
- Email templates for common scenarios

Perfect For:

- Businesses hiring regularly (3+ hires per year)
- Companies who want a smooth, professional onboarding experience
- Teams expanding from 5 to 15 employees

Timeline: 7-10 working days **Format:** Editable templates + implementation guide

Bonus: 1-hour training call to walk you through the system

4. Monthly HR Retainer

Investment: £350/month (3-month minimum)

What's Included:

- Unlimited email support (responses within 48 hours)
- Up to 2 hours consultation per month (phone/video)
- Document reviews and updates
- Policy guidance
- Compliance updates
- HR advice on day-to-day matters

Perfect For:

- Growing businesses (5-15 employees)
- Companies who need regular HR support but not full-time
- Business owners who want peace of mind

What's Not Included:

- Major projects (e.g., full handbook rewrite - priced separately)
- Tribunal representation
- Redundancy or TUPE situations

Add-ons:

- Additional consultation hours: £85/hour
 - Document creation: From £150
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À La Carte Services

Individual Documents

Document	Price	Timeline
Employment Contract	£150	3-5 days
Employee Handbook	£295	5-7 days
Job Description	£75	2-3 days
Disciplinary Policy	£95	3-4 days
Grievance Policy	£95	3-4 days
Equal Opportunities Policy	£75	2-3 days
Data Protection Policy (GDPR)	£125	3-5 days
Social Media Policy	£75	2-3 days
Flexible Working Policy	£85	3-4 days
Absence/Sickness Policy	£85	3-4 days

All documents:

- UK employment law compliant
 - Customized with your business details
 - Provided in editable Word + PDF format
 - Include implementation guidance
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Hourly Support

£85 per hour (minimum 1 hour)

Use For:

- One-off consultations
- Specific questions or situations
- Document reviews
- Policy guidance
- Ad-hoc project work

Billed in 30-minute increments after the first hour.

Project-Based Work

Quotes provided on request

Examples:

- Full employee handbook creation: £450-£750
- HR audit for 10+ employees: £350-£600
- Setting up complete HR file system: £250-£400
- Restructure support: £500-£1,200

Factors affecting price:

- Company size
- Number of employees
- Complexity of requirements
- Timeline urgency

All quotes:

- Fixed price (no surprises)
 - Detailed scope of work
 - Clear deliverables
 - Payment terms outlined
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What's NOT Included

We don't offer:

- **X** Redundancy or TUPE situations
- **X** Employment tribunal representation
- **X** Formal disciplinary investigations
- **X** Crisis management or emergency response
- **X** Payroll services
- **X** Recruitment services
- **X** Full-time HR management

Why? We focus on **proactive HR administration** - helping you build solid foundations and maintain compliance. For complex legal matters, we recommend specialist employment solicitors (and can refer you).

How Pricing Works

1. Initial Enquiry (Free)

- Complete our contact form
- We'll respond within 48 hours
- Brief discussion of your needs

2. Scope Agreement

- We confirm what you need
- Provide a fixed price quote
- Outline deliverables and timeline
- Answer any questions

3. Engagement

- You accept the quote
- We send a simple engagement letter
- 50% deposit for projects over £500
- Work begins

4. Delivery

- We create your documents/provide service

- You review and provide feedback
- We make any necessary adjustments
- Final delivery

5. Payment

- Invoice sent upon completion
- Payment via bank transfer or PayPal
- Balance due within 14 days
- Immediate access to all files

No ongoing commitment (except monthly retainer with 3-month minimum).

Package Comparison

Feature	Compliance Audit	Essential Docs	Complete Onboarding	Monthly Retainer
Price	FREE	£395	£695	£350/month
Employment Contract	Review only	<input checked="" type="checkbox"/> 1 template	<input checked="" type="checkbox"/> 1 template	<input checked="" type="checkbox"/> Unlimited reviews
Employee Handbook	Review only	<input checked="" type="checkbox"/> Basic (15-20pg)	<input checked="" type="checkbox"/> Comprehensive	<input checked="" type="checkbox"/> Updates included
Onboarding Templates	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Full system	<input checked="" type="checkbox"/> As needed
Email Support	<input type="checkbox"/>	2 weeks post-delivery	4 weeks post-delivery	<input checked="" type="checkbox"/> Unlimited
Phone Consultation	30 mins	<input type="checkbox"/>	1 hour	<input checked="" type="checkbox"/> 2 hrs/month
Ongoing Updates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Included
Best For	Scoping needs	1-5 employees	Regular hiring	5-15 employees

Add-On Services

Enhance any package:

Training & Support

- HR basics for managers: £150 (90-minute session)
- Using your new templates: £95 (60-minute walkthrough)
- Compliance update training: £125 (quarterly)

Implementation Support

- Help setting up HR files: £85/hour
- First hire support (walking you through it): £150
- Onboarding a new manager: £95

Ongoing

- Annual handbook review: £125
 - Quarterly compliance check: £95
 - Contract updates (law changes): £75 per contract
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Payment Terms

Deposits

- Projects under £500: No deposit, invoice on completion
- Projects £500-£1,000: 50% deposit
- Projects over £1,000: 50% deposit, or staged payments agreed

Payment Methods

- Bank transfer (preferred)
- PayPal (+ 3% processing fee)
- Business debit card

Terms

- Invoices due within **14 days**
- Late payment may incur interest at **8% above Bank of England base rate**
- Files released upon full payment

Cancellations

- Cancel projects before work begins: Full refund minus £50 admin fee
 - Cancel mid-project: Charges for work completed to date
 - Monthly retainer: 30 days notice required
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Money-Back Guarantee

We stand behind our work:

If you're not satisfied with any document or deliverable:

1. Tell us within **7 days** of delivery
2. We'll revise it at no extra charge
3. Still not happy? Full refund, no questions asked

Conditions:

- Applies to initial deliverables, not ongoing retainer
- Must provide specific feedback on what needs changing
- Refund request within 7 days of final delivery

We've never had to issue a refund. But the guarantee is there because we're confident in our quality.

Discounts & Offers

Current Promotions

Free HR Compliance Audit

- First 5 enquiries each month
- Normally £150
- Book via website

Package Discounts

- Book Essential Docs + 3 months retainer: **Save £150**

- Refer a business: **£50 credit** when they become a client
- Charities & non-profits: **15% off** all services

Loyalty Benefits

- Previous clients: **10% off** future projects
 - Annual retainer (paid upfront): **Save 1 month** (11 months for price of 12)
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Frequently Asked Questions

"What if I need something urgently?"

Rush service available:

- 50% surcharge for delivery within 48 hours
- 25% surcharge for delivery within 5 working days
- Subject to availability

Contact us to discuss urgent needs.

"Can I get a custom quote?"

Absolutely!

Every business is different. If our packages don't quite fit:

- Contact us with your specific requirements
 - We'll provide a tailored quote
 - Fixed price, clear deliverables
 - No obligation
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"What happens if employment law changes?"

For Monthly Retainer clients:

- We monitor law changes
- Notify you of relevant updates
- Update documents as needed

- Included in your monthly fee

For one-off purchases:

- Documents correct as of delivery date
 - Annual review service available (£125)
 - We'll email if major changes affect your documents
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"Do you work with businesses outside London & Essex?"

Possibly.

We focus on London & Essex for:

- In-person meetings if needed
- Local business networking
- Understanding local market

But we can work remotely with businesses elsewhere in England & Wales. **Scotland and Northern Ireland have different employment laws** - we don't cover these.

Contact us to discuss.

"Is this cheaper than hiring an HR person?"

Yes, significantly:

Option	Annual Cost	Best For
Full-time HR Manager	£35,000-£50,000 + pension + benefits	50+ employees
Part-time HR (2 days/week)	£18,000-£25,000	25-50 employees
L. Studio HR Retainer	£4,200/year	1-15 employees
L. Studio HR (ad-hoc)	£500-£1,500/year	Occasional support

For small businesses, fractional HR support is the smart choice.

"What if I just need advice, not documents?"

Use our hourly support:

- £85/hour
 - Book a 1-hour consultation
 - Get answers to specific questions
 - No ongoing commitment
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How to Get Started

Step 1: Initial Enquiry

Visit our website and complete the contact form.

Step 2: Discovery Call (Free)

- We'll email within 48 hours
- Discuss your needs
- Recommend the right service
- Answer questions

Step 3: Quote

- Receive a clear, fixed-price quote
- Detailed scope of work
- Timeline outlined

Step 4: Engage

- Accept the quote
- Sign simple engagement letter
- Pay deposit (if applicable)
- We begin work

Step 5: Delivery

- Regular updates on progress
- Draft for your review
- Revisions as needed

- Final files delivered

Total time from enquiry to completion: 1-2 weeks for most projects

Why L. Studio HR?

Transparent Pricing

- Fixed prices, no surprises
- Clear scope of work
- No hidden fees

CIPD-Qualified

- Professional qualification
- Ongoing training
- Up-to-date with employment law

Small Business Focus

- We understand 1-15 employee challenges
- Practical, not corporate solutions
- Jargon-free advice

Fast Turnaround

- Most projects: 5-10 working days
- Rush service available
- Responsive support

Local Knowledge

- London & Essex based
- Understand local business landscape
- Available for in-person meetings

Flexible Service

- No long-term contracts (except retainer minimum)
- Pay for what you need
- Scale up or down as required

Client Testimonials

"L. Studio HR saved us hours of stress. The onboarding system is clear, professional, and our new hires love it." — Sarah M., Café Owner, Essex (8 employees)

"Fixed price, fast delivery, exactly what we needed. Couldn't recommend more highly." — James T., Creative Agency, London (12 employees)

"The compliance audit was eye-opening. We had no idea we were missing so much. Now we're confident we're doing things right." — Priya K., Retail Manager, Essex (6 employees)

Ready to Get Started?

Free HR Compliance Audit (Worth £150)

Limited to 5 per month - book now via our website.

Have Questions?

Complete our contact form or email us. We respond within 48 hours.

Not Sure What You Need?

That's okay! Book a free discovery call and we'll help you figure it out.

L. Studio HR Ltd. CIPD-Qualified HR Support for London & Essex Small Businesses

Web: [Your website] **Email:** [Your email]

Legal Bits

Pricing Valid: January 2026 - December 2026 **Prices subject to change:** We'll give 30 days notice of any price increases **VAT:** We're not currently VAT registered (threshold: £90,000/year)

Terms & Conditions: Full T&Cs provided with every quote

Professional Indemnity Insurance: £1,000,000 cover **ICO Registration:** [Number if registered] **CIPD Membership:** [Number if applicable]

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Confidentiality: This pricing guide is provided for information purposes. All client work is conducted under strict confidentiality agreements in accordance with UK GDPR regulations.