

Quote Instructions

Start:

Analyze the request from the client or from the Business Development or Recruitment team.

Identify whether it is EOR or IC.

If it is EOR:

Analyze the country where the candidate will be hired, the duration, and the type of contract.

If the quotation type is:

- **All Inclusive:** include statutory benefits, contract termination costs, PTO, and other benefits.
- **Only statutory benefits:** include social security, taxes, and minimum legal benefits.

For both types of quotations:

- **Research the employer's legal obligations in payroll.**
- **Investigate:**
 - probation period,
 - notice period,
 - severance pay,
 - vacation,
 - 13th and 14th salary,
 - vacation bonus,
 - transportation or work-from-home legal bonuses.
- **Use sources such as:**

- Papaya Global,
 - Deel EOR,
 - Plane,
 - Rivermate.
 - **Include in the calculation:**
 - notice period,
 - severance pay,
 - vacation,
 - 13th and 14th salary,
 - vacation bonus,
 - legal transport or remote work bonuses,
 - based on contract duration.
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If a medical exam is required:

- Yes: Search online for a provider in the relevant country, request a quote, and add an average cost to the calculation.
 - No: Skip this step.
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If the quotation is All Inclusive:

- On the cover page, include termination and notice costs.
- Verify probation, notice, severance, vacation, 13th and 14th salary, vacation bonus, and transport or remote work legal bonuses.

If the quotation includes only statutory benefits:

- On the cover page, include only legally required social benefits.

Review and validate.

If it is IC:

If the amount received is Pay Rate or Bill Rate:

- Define the Bill Rate so that it covers the Pay Rate and the cost of system providers, while maintaining a net monthly margin of \$1,000 USD based on 160 worked hours.
- Define the Pay Rate so that, after deducting all costs (including the Bill Rate, system provider, and background check), a net monthly margin of \$1,000 USD is maintained based on 160 worked hours.

END

