

Quote for H R Services



Provider: LGRC Associates Ltd

Client: Oakham Town Council

Date: 2nd April 2026

Quote Reference: Oakham TC 020426

Scope of Services

- The following services will be provided:
 - Standard HR Remote Support Services (see attached)**

Pricing

Service	Minimum Contract length / notice period	Hours / Quantity	Rate	Total
Standard HR	Initially 6 months	Flat fee for 4 Employees	£125 plus VAT	£125 plus VAT
Remote Support Services	minimum contract and auto renewing thereafter on rolling monthly basis / 1 month notice period for cancellation after month 6 (fees subject to annual review).		per month	per month
Total			£125 plus VAT per month	

Terms

- Payment terms: monthly in advance, due 15 days from invoice
- Work will commence once the quote is accepted and the initial payment made.
- Any additional work outside the scope will be agreed in advance.

Acceptance

Please confirm acceptance of this quote by signing below or by written confirmation.

Client Signature: _____

Name: _____ Date: _____