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# S150 HR SUPPORT

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Costs and Fees



DOROTHYJ. WALSH & CO., SOLICITORS, 21, FAIR STREET, DROGHEDA,  
CO. LOUTH. DX 177010 DROGHEDA 2

Tel: 041-9807404

Fax: 041-9830034

I refer to the matter and to our conversations and I am very pleased to act for you. I have detailed below our costs, completion procedure and the next immediate steps in the process.

### **Costs**

I would be prepared to quote a fee of a minimum charge of €950.00 plus VAT payable and any outlay.

This is to undertake a full review of your staff handbook, Health and Safety procedures, your Disciplinary Procedure and also to then recommend any policies and procedures you should implement. I generally recommend a tidying up or modernisation of the handbook in light of issues like – Social Media, stress, bullying harassment in the workplace, CCTV, disciplinary matters. I also like to have a discussion with you as to problems you might be experiencing or anticipating with staff so as a legal solution can be found.

### **Housekeeping:**

- **When appointments are made with me it may be necessary due to urgent or emergency Court Applications to re-schedule your appointment. We have no control over such circumstances and strive where at all possible to minimise the inconvenience to you.**
- **Our Office hours are 9.30am to 5.00pm Monday to Friday with lunch from 1 – 2pm daily.**
- **We ask that all calls are directed to the office number 041-9807404. We return phone calls at a scheduled time every day (except where a call is urgent and needs to be dealt with immediately). We do ask that the mobile number is not used except in absolute emergencies as it is a private mobile**
- **Where you are leaving a message for your Solicitor we do ask that you leave as detailed a message as possible or email in your message to [reception@dorothywalshsolicitors.com](mailto:reception@dorothywalshsolicitors.com)**
- **We do not accept instructions via text messages or via emails.**
- **Text messages and emails are treated the same in terms of billing.**

Please feel free to contact me if you have any queries in relation to this or any other matter.

I look forward to hearing from you.

Thanks again for your interest.

**Yours faithfully,**

**DOROTHY J. WALSH & COMPANY**