

**Information & Order Form**

# **Telephone Advisory Service**

*...get the right advice when you want it*

## Telephone Advisory Service Information

---

EMA Consulting's Telephone Advisory Service ("TAS") enables employers and their nominated managers to obtain instant telephone advice on employment and workplace related issues. TAS is priced at an extremely economical fixed rate that any employer can afford.

Clients can make calls on our toll-free number for up to 15 minutes on any new issue, and there is no limit on how many times a client can access the service. Where the matter is of a particularly technical nature or has the potential to cause significant risk to the client, EMA Consulting may recommend written advice or other services as necessary.

TAS is provided by experienced and professional consultants who actively practice in the areas of industrial relations and general human resource practice. Subscribers are assured of professional and practical advice at all times.

Enquiries can be made on any employment related matters, including:

- Rates of pay and entitlements
- Employee management, including discipline and termination
- Strategy, negotiation and drafting of workplace agreements
- Industrial dispute strategy and negotiation
- Restructuring and redundancy
- Equal employment opportunity
- Harassment in the workplace
- Starting employment and probationary periods
- Policies and procedures in the workplace
- Workplace Health & Safety

Given the risks in making wrong decisions as an employer, subscribing to TAS makes a lot of business sense.

### Pricing (Effective 1 July 2015)

---

<b>Employees Employed</b>	<b>Service Fee per annum (1st User)</b>	<b>Additional Users (per person thereafter)</b>
0-10	\$305.00	\$50.00
11-20	\$435.00	\$50.00
21-50	\$570.00	\$50.00
51-100	\$705.00	\$50.00
101-200	\$835.00	\$50.00
201-350	\$970.00	\$50.00
351-500	\$1 100.00	\$50.00
501+	\$1 240.00	\$50.00

**Note:** Prices for associations will be available upon request.

# Order Form

## TELEPHONE ADVISORY SERVICE

How did you hear about this product?  Website  Word of Mouth  Advertising  Seminar  Other

Company Details			
Company Name			
Contact Name			
Position			
Street Address			
Billing Address (if different to above)			
Phone	Fax	Mobile	
Email Address			
Industry / Business			No. of Employees

Subscription Details	
Commencement Date	/ /
Primary User Name	
Primary User Position	
Additional Users (\$50.00 ex GST per additional user)	1.
	2.
	3.
	4.
	5.
	6.
	7.
	8.

Please attach a list of contacts and addresses if there is insufficient space.

Signature			
Name			
Position			
Signature		Date	/ /

**Please note:**

An invoice will be issued – pro-rated until 30 November.  
Please do not forward payment until the invoice has been issued.

**Please forward completed order forms to:**

EMA Consulting  
PO Box 140, Hindmarsh SA 5007  
P 08 8203 1700 F 08 8340 4626  
E orders@emaconsulting.com.au

