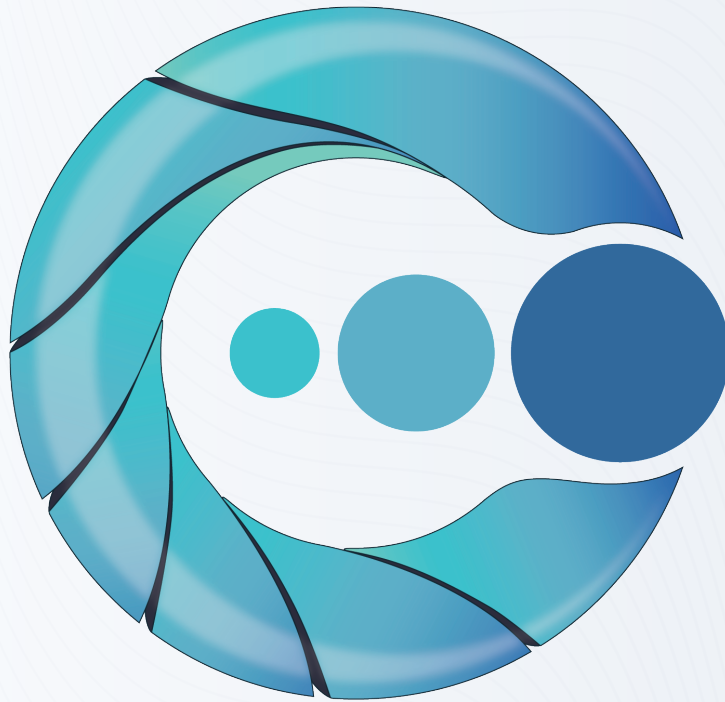


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moulding values, one business at a time

# CLAY GROUP

Clay Group is a business process re-engineering firm that offers 360 business solutions to start ups and SME's to help them to scale up.

With the rapid rate at which Small and Medium Enterprises (SMEs) are growing, Clay Group has identified that SMEs play a key role in national economies around the world by generating employment, contributing to economic and social well-being, and helping achieve environmental sustainability.

Our services include Business Consulting, Human Resource & Payroll Management, Recruiting, Training & Workshops, Finance & Accounts, Internal audit, External Audit, Inventory Management, Records Management and Tax Advisory

# RATE CARD

	Micro Enterprise/ Start ups	SMEs
SERVICE DESCRIPTION	SERVICE CHARGE	SERVICE CHARGE
On-boarding fee	GH¢ 700.00	GH¢ 1,000.00
Pre-Audit	GH¢ 1,400.00	GH¢ 2,184.00
Payroll Management	GH¢ 1365.00	GH¢ 2,912.00
Training and Workshops	GH¢ 546 per head	GH¢ 1,274per head
Administrative Support & Records Management	GH¢ 1092.00	GH¢ 2,730.00
Human Resource Management (Preparation/ Review of contracts, recruiting)	GH¢ 1,456.00	GH¢ 3,380.00
Internal Audit	GH¢ 2,535.00	GH¢ 5,915.00
Finance & Accounts	GH¢ 4,225.00	GH¢ 6,760.00
Inventory Management	GH¢ 3,042.00	GH¢ 6,500.00
Business set up	GH¢ 19,500.00	
Business Restructuring	GH¢ 32,500.00	
<b>*External Audit</b>		
<b>*Tax Advisory</b>		

All fees stated above are our minimum service fees for Micro Enterprises and SMEs. Service fees are subject to increments based on scope of work, timelines and deliverables.

\*Price to be quoted based on scope of work

# SIGN-ON PROCESS

## STEP 1

### **NON DISCLOSURE AGREEMENT**

Our NDA seeks to protect sensitive/confidential information from third parties. This protects both parties and ensures a smooth business relationship as trust is built.

## STEP 2

### **ON BOARDING FEE**

The on boarding fee is a commitment fee which facilitates further discussions on how Clay can provide solutions to any business challenge.



# STARTER PACK BUNDLES

## **OPTION 1- GH 1,500.00**

1. BOOKKEEPING
2. STATURTORY SETUP

## **OPTION 2- GH 1,500.00**

1. BOOKKEEPING
2. INVENTORY MANAGEMENT

## **OPTION 3- GH 1,500.00**

1. HUMAN RESOURCE
2. PAYROLL

## **OPTION 4- GH 1,500.00**

1. BUSINESS SUPPORT
2. PAYROLL

# CONTACT US

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 [www.theclaygroup.co](http://www.theclaygroup.co)

 Clay Group LLC

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