



TFS | THOMAS FLAVELL
+ SONS SOLICITORS

Employment Law Retainer Service

Our Employment Law Retainer Service is designed to provide your business with ongoing, proactive legal support in all areas of employment law. With this service, your company gains direct access to experienced employment lawyers who understand the complexities of workforce management and compliance, helping you mitigate risk and make confident, informed decisions.

What's Included:

- Day-to-day advice on employment law queries (within reasonable use), including:
 - Disciplinary and grievance procedures
 - Sickness absence and performance management
 - Redundancy and restructuring
 - Employment contracts and policies
 - Family leave and flexible working
 - TUPE and business transfers
 - Discrimination and equality issues
- Review and drafting of employment contracts, policies, and handbooks
- Updates and alerts on key legal developments and case law featured in our Firm's newsletter
- Access to template documents and best practice guides
- Bi-quarterly check-ins to review ongoing matters and ensure alignment with your HR strategy
- Discounted rates for reviewing and drafting of employment contracts, policies, and handbooks



Flexible Pricing

Our retainers are tailored to the size and needs of your business. We offer scalable packages based on headcount, sector, and anticipated usage. Custom packages are available for businesses with specific requirements.

Benefits to Your Business

- **Cost certainty** with a fixed monthly fee
- **Priority access** to our employment law team
- **Reduced risk** of legal claims through proactive compliance
- **Peace of mind** knowing expert advice is just a call or email away



**Ongoing, proactive legal
support in all areas of
employment law**



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Our Packages

We offer a **30 minute no obligation and complimentary meeting** to discuss the retainer service and agree on the most suitable package for you.

Below are our packages to give an indication of our competitive offering. In our initial meeting we will discuss and discover any other variables that we can consider, as the number of employees is just one factor when assessing the needs of your business.

All retainers can be paused and time rolled over to the next month. Any used time at the end of the Retainer, can be used to obtain a review/draft of existing employment documents such as contracts, handbook and policies.

Starter Package

Suited for companies with 1-10 employees

- Up to 1 hour of calls/emails/meetings each month to discuss, advise and assist on any day-to-day employment queries;
- No minimum subscription, only 1 months' notice to end.

£250 + VAT PER MONTH

Bronze Package

Suited for companies with 10-20 employees

- Up to 1.5 hours of calls/emails/meeting each month to discuss, advise and assist on any day-to-day employment queries;
- No minimum subscription, simply a rolling quarterly retainer.

£325 + VAT PER MONTH

Silver Package

Suited for companies with 20-30 employees

- Up to 2 hours of calls/emails/meetings each month to discuss, advise and assist on any day-to-day employment queries;
- A discount of 10% applied to our hourly rates for drafting specific employment documents required, such as letters, contracts, policies and handbooks;
- No minimum subscription, simply a rolling monthly retainer.

£425 + VAT PER MONTH

Gold Package

Suited for companies with 30-50 employees

- Up to 2.5 hours of calls/emails/meetings each month to discuss, advise and assist on any day-to-day employment queries;
- A discount of 15% applied to our hourly rates for drafting specific employment documents required, such as letters, contracts, policies and handbooks;
- No minimum subscription, simply a rolling 6-month retainer.

£525 + VAT PER MONTH

Platinum Package

Suited for companies with 50 plus employees

- Up to 3 hours of calls/emails/meetings each month to discuss, advise and assist on any day-to-day employment queries;
- A discount of 20% applied to our hourly rates for drafting specific employment documents required, such as letters, contracts, policies and handbooks;
- No minimum subscription, simply a rolling annual retainer.

£650 + VAT PER MONTH

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