



The value-added services provided are based on group participation. Whenever possible, services are provided at not cost or at a significant discount.

**DENDERA HR & BENEFITS Insurance Services**

714.550.9366 Ph. ♦ 714.550.9355 Fax ♦ CA Lic. 0D58506 ♦ [www.denderagroup.com](http://www.denderagroup.com)

**SERVICES AGREEMENT**

This agreement dated "[Enter Date]" is made By and Between Dendera HR & Benefits, AND "[Enter Company Name]" , referred to as "Client" Client agrees to name Dendera HR & Benefits as their Broker of Record in regards to their group health benefits, effective as of "[Enter Effective Date]" , and Dendera HR & Benefits agrees to include the complimentary services indicated below as value-added broker services.

Client:			
Contact:			
Address:			
City:		Zip:	
Telephone:		Fax:	
E-Mail:			

**SERVICES**

- HR Practices Assessment Estimated Completion Date: \_\_\_\_\_
- Customized Employee Handbook Estimated Completion Date: \_\_\_\_\_
- Review Current Employee Handbook Estimated Completion Date: \_\_\_\_\_
- Training - Sexual Harassment Estimated Completion Date: \_\_\_\_\_
- Training - Performance Reviews Estimated Completion Date: \_\_\_\_\_
- Training - Supervisory Training Estimated Completion Date: \_\_\_\_\_
- Training - Other [Please Specify] Estimated Completion Date: \_\_\_\_\_
- Compensation Program Development Estimated Completion Date: \_\_\_\_\_
- Compensation Program Review Estimated Completion Date: \_\_\_\_\_
- HR Hotline & HRTips
  - 1 hour
  - [Enter #] hours
  - Monthly
  - Bi-monthly
  - Quarterly

This agreement is entered into and agreed upon by the undersigned. Either party may sever the relationship with 30 -days notice. However, the client will pay the prorated cost of services if the relationship is cancelled prior to the completion of a consecutive 12-month period.

"[Company Name]"	Dendera HR & Benefits
Print Name	Print Name
Signature	Signature
Date	Date