



Name of the Company: _____

Signature: _____

Date: _____

Stamp: _____

Proposed Fee Structure

Plan International Poland will provide the opportunity to revise costing every 6 months throughout the duration of the agreement. You are requested to maintain the pricing during this 6 month period

1. Payroll services

Fixed service/ package

*Monthly calculation of salaries, income tax, ZUS and PPK for national staff	
*Issuance of pay slips	
*Supporting with yearly reports to the accounting company	
*Preparation and submission of staff-related documents to the ZUS and tax office	
*Creating certificates in regard to employee's salaries	
*Supporting with ad hoc staff requests, EX, getting confirmation certification from ZUS	
*Supporting with ongoing sick leaves required document filling.	
*Report of new staff to ZUS	
Total	-

2. Extra service

	Hourly rate	Package
*Administrative support with document		
*Preparation of proxies to ZUS or the tax office		
*HR consultancy		
Total		-