

## **Human Resources Consultant Request**

Download and fill out the form below and send to **HRCoordinator@EmployeeBenefitsLLC.net**. One of our HR Professionals will happily contact you to continue the process.

### **General Information**

Client/Contact Name: \_\_\_\_\_  
Contact Number/Email: \_\_\_\_\_  
Company/Employer Name: \_\_\_\_\_  
Address: \_\_\_\_\_

**BEST TIME TO CONTACT YOU:** \_\_\_\_\_ AM / PM

### **Summary of Employee Information**

Nature of Business: \_\_\_\_\_  
Employee Count: \_\_\_\_\_  
Employee Status: full-time, part-time, temp, interns, volunteers  
*(Circle those that apply)*  
Current HR or Payroll Staff: \_\_\_\_\_

### **Areas of Need/Interest/Concern**

- Recruitment and Selection
- Compensation
- Employee Relations
- Group Benefits
- Payroll
- Record Keeping
- Employee Handbooks/Policies
- Other Scope of Services - Please Explain

*250 words or less*