

# GOLDFIELDS BUSINESS ADVISORY PRICING GUIDE



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## Introductory Offer

Service	First Engagement Rate (AUD)	Notes
<b>Hourly Consulting Rate</b>	\$75/hr.	Applies to planning, advisory, or analysis sessions
<b>SOP Documentation (1–2 processes) or single problem</b>	\$500	Includes initial draft(s) and 1 revision per SOP
<b>Small Inventory Stocktake Planning</b>	\$450	Custom checklist + process plan
<b>Process Optimization Starter Session</b>	\$400	Includes tailored process map and basic tool templates

## Returning Client & Project Packages

Service	Standard Rate (AUD)	Bundle Option
<b>Hourly Rate (Ongoing Projects)</b>	\$90–\$100/hr.	Lower rate for retainers >10 hrs./month
<b>SOP Documentation Package</b>	From \$850 (2–3 SOPs)	+\$300 per additional SOP
<b>Inventory System Design</b>	\$900+	Includes layout design, labeling system, and audit documentation
<b>Staff Training Plan</b>	\$800	Custom roles, onboarding doc + 1 review
<b>Stocktake Prep + Supervision</b>	\$950+	For medium-scale stockroom
<b>Monthly Advisory Retainer</b>	from \$700/mo.	Includes 6 hrs. + ongoing check-ins

## Client Lifecycle Map

Stage	Client Need	Offering	Pricing Strategy
<b>1. Initial Contact</b>	Curiosity, exploratory questions	Free initial consultation	Complimentary (30–60 mins)
<b>2. First Engagement</b>	Solve one specific issue	One-off project (e.g. 1 SOP, small stocktake)	Introductory Rate (e.g. \$75/hr. or \$500 flat fee)

3. Follow-Up Project	Wants more deliverables or refinements	Bundled project work (e.g. multiple SOPs, process redesign)	Volume discount (15–20% off add-ons)
4. Repeat Client Relationship	Seeks ongoing support, check-ins	Retainer or monthly advisory sessions	Reduced hourly or package pricing
5. Advanced Advisory	Strategic help across departments	Training plans, inventory design, operational planning	Standard rate (\$90–\$100/hr. or project fee)
6. Long-Term Loyalty	Regular collaboration and referrals	Priority booking, loyalty perks, quarterly planning	Loyalty/Referral Discount (10% or credit bonus)

## Hourly Rates Comparison

Service Type	Typical Market Rate (AUD)	Rate	Positioning
Entry-Level Consulting	\$50–\$80/hr.	\$75/hr. (intro)	Competitive
Mid-Level SME Advisory	\$90–\$150/hr.	\$90–\$100/hr. (standard)	On par with market

## Invoicing & Payment Terms

- **Invoicing Schedule**
  - **New Clients**
    - *Project-based work*: 50% deposit upfront, balance due on completion
    - *Hourly work*: Invoiced monthly in arrears
  - **Repeat Clients**
    - *Project-based work*: 25% deposit upfront, balance due on completion
    - *Hourly work*: Invoiced monthly in arrears
- **Payment Due Dates**
  - All invoices are issued on **Net 30** terms (payment due within 30 days of invoice date)
  - If unpaid after 30 days, a **grace period of 30 days** applies
  - Work is paused after the grace period until payment is received
  - Terms may be negotiated based on client needs
- **Late Payment Policy**
  - Late payments incur a **2% flat fee**
  - Accounts overdue by more than 30 days will result in paused service until settled
- **Accepted Payment Methods**

- Electronic Funds Transfer (EFT)
- Cash
- Flexible options available to suit SME preferences