



HARTNETT INCORPORATED

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# Virtual Ease Programs

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# Service Specification

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## Introduction

We tailor our online quick studies, consultation and coaching for small and large organizations adjusting daily practices and culture to reap the best rewards from distributing work beyond the four walls of work to date.

We have the scholarship *and* uniquely real-world experience to ensure you develop and maintain professional and seamless best business practices for a flourishing virtual team.

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## Current situation

- Telework jobs grew 104% in just ten years.
  - 50% of US workers wish they could telework, with an ideal two to three days working home.
  - Fortune 1000 companies report reconfiguring operational plans to expand telecommuting.
  - Federal government has spent \$33 million over five years launching its telework program nationally.
  - As cities become hiring hubs, a distributed workforce is urban planners' solution to reduce congestion.
  - Recession drives cost savings in telework; e.g., rent, furnishings, infrastructure.
  - ADA Compliance favors virtual work options in accommodating 316,000 disabled workers
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## Services offered

- Communications for Distributed Teams
  - Onboarding Virtual Workers
  - Super Assistants, Unbound
  - Checklist for Managing Distributed Teams
  - Performance Reviews and Goals
  - Individual Coaching Support
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## Fees, payments, and service terms

Rates vary based on project, available on request.

Discount schedule for projects lasting three months or longer, or for projects exceeding 100 hours total

Out of pocket, travel, lodging invoiced separately; rush rates apply

Monthly payment due 30 days net, 10% assessment on late payment

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## Privacy statement

We employ secure processes, maintenance and providers to protect client's data integrity, work product, and proprietary information. We can interface with or use client online systems. We gladly abide by client NDAs.

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## Proprietary Ownership

Our content and programs are proprietary. All client information by which programs may be tailored remain solely and exclusively owned by clients and remain subject to client confidentiality and other restrictions.

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## Disclaimer

We require written mutual agreement to changes in statements of work billing more than five hours.

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## Basics

Founded 1996. Licensed by Commonwealth of Virginia. Insured. Wholly Virtual. 100% Woman-Owned.

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