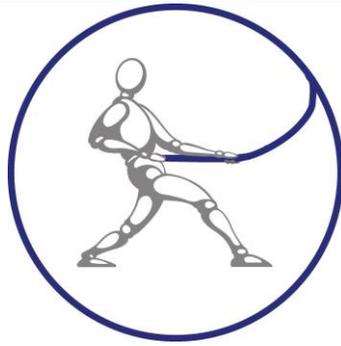


QUICK ERGO QUOTE



2019

Taylor'd Cambridge
Ergonomics London
Incorporated Mississauga

Scope of work

This "quick" quote allows **you** to specify the amount of ergonomist support you would like to authorise. Clients choose this approach when they have a budget for ergonomics support, and they want the flexibility to use it for ongoing or high priority projects throughout the year. Typical project times are provided at right. If you need a customized quote for a specific project, with an "up-set" limit, please call our office at 519 623 7733, or contact carrie@taylordergo.com.

What is the cost?

The list below shows our consulting rates, including discounted rates that are available for larger projects. These rates apply for any of the services shown at right.

Our consulting rates are as follows:

o Less than full days

Certified Ergonomist \$135/hour, minimum 2 hours on-site
Associate Ergonomist: \$115/hour, minimum 2 hours on-site

o 1-11 consulting days (budget <\$10000)

Certified Ergonomist \$875/day
Associate Ergonomist: \$795/day

If you need more than 12 consulting days, our rates are lower, and we include free stuff!

o 12 consulting days or more (budget \$10000-\$20000)

Certified Ergonomist \$850/day
Associate Ergonomist: \$770/day

o 24 consulting days or more (budget \$20000-37000)

Certified Ergonomist \$840/day
Associate Ergonomist: \$760/day

o 45 consulting days or more (budget \$37000-72000)

Certified Ergonomist: \$830/day
Associate Ergonomist: \$750/day

o 90 consulting days or more (budget >\$72000)

Certified Ergonomist: \$800/day
Associate Ergonomist: \$720/day

Expenses and HST are additional.

Mileage: \$0.55/km from the selected ergonomist's office in Cambridge, London, or Mississauga.

Travel time: \$60/hour (only charged when one-way travel time exceeds 1 hour, and total travel time exceeds 2 hours/day)

Reports are always peer-reviewed, at no charge to you.

What can the ergonomist do?

Here are some of the services that we offer. (Click the links for more info.) We have included some *typical* project times, including data collection, analysis, and reporting. The amount of time required for your specific project may vary, depending on the complexity of your project. We track how our time is used, and provide a monthly report with your invoice.

- o [Ergonomics \(MSD risk\) assessments](#) - quantitative evaluation of MSD injury risk, with recommendations for risk mitigation (8-12 hours for a specific issue, up to 4 days for a full assessment of a complex job)
- o [Ergo design reviews](#) - evaluation of a new workstation or product, with recommendations for optimisation (8 hours)
- o [Physical and cognitive demands analyses](#) - quantitative summary of the physical and cognitive requirements of a job (8-12 hours for a repetitive job)
- o [Demands abilities evaluations](#) - evaluation of the match between a worker with medical limitations and a specific job, with recommendations for accommodation (4-6 hours, with a completed PDA/CDA)
- o [Office ergo assessment](#) - survey, observations, adjustment, and recommendations to improve comfort and safety for office workers (4 hours)
- o [Vehicle sit-fit assessments](#) - survey, observations, adjustment, and recommendations to improve driver comfort in one vehicle (4-8 hours)
- o [Heat stress](#) prevention programs, based on objective assessment of energy demands (1-2 days for policy development, 0.5 days per job for energy demands assessment)
- o [Ergo program audit](#) with recommendations for program components (1-2 days)

Why ergo? Let the numbers speak for themselves.

Giggins and his associates reviewed 250 case studies in the manufacturing, health care and office sectors. They found these *average* improvements:

Lost work days: 75% reduction	Restricted days: 53% reduction
Productivity: 25% increase	Scrap/errors: 43% reduction
Turnover: 48% reduction	Absenteeism: 58% reduction

The *average* cost to benefit ratio was 1 to 18.7, and the average payback period was 0.7 years.



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How do we get started? (Authorisation)

A signed authorisation (on this page) or purchase order can be used to confirm your participation, confirming your acceptance of the fees, terms and conditions on this page. Work may be scheduled on an "as needed" basis, or on a regular recurring basis (e.g. weekly, bi-weekly, or monthly) throughout the year.

We typically do all of our work at your site, including data collection, analysis, and report writing. Extra work, conducted in our office, is charged at your regular rate.

Option 1: SIGNATURE

Name (please print)

Date

Signature of authoriser

Company

Option 2: PURCHASE ORDER

Number: _____

Option 3: DEPOSIT

Please visit our store to make a \$500 deposit.

You can set a limit, and we will advise you when we approach it. This authorization is limited to

\$_____, plus expenses & HST.


Quote prepared by Carrie Taylor
(valid to December 31, 2019)

Terms and Conditions (the fine print)

What is Taylor'd Ergonomics responsible for?

Our ergonomist will be responsible for conducting work site analyses, developing reports, and providing services as outlined in this document. The ergonomist will bring all of the equipment that s/he will need to perform assessments. We will regularly advise you on the status of projects, and we will provide support from our main office as indicated. Should we need to transfer a project from one ergonomist to another, we will schedule overlap (at no charge to you) to bring the new ergonomist up to speed.

What are you responsible for?

The client assumes some responsibility for the success of the program, as outlined:

- To provide background information as requested, or to connect the ergonomist with the appropriate resources so that s/he can obtain the information directly.
- To review draft reports promptly so that we can issue final copies for distribution.
- To advise of scheduling plans and changes within a reasonable time frame. You will *provide at least four weeks' notice to cancel dates*.
- To make space available for the ergonomist. S/he will need a table or desk and electrical outlet. Access to WIFI is helpful but not necessary.
- You acknowledge that our consultants are an integral part of our business. You agree that for a period of two years following termination of our last contract with your company, you will not either directly or indirectly solicit our consultants for the purpose of employment with your company or for the purpose of providing the same or similar services as provided by Taylor'd Ergonomics.

How will you be invoiced?

Invoices will be generated at the beginning of each month, for work completed in the previous month. Each invoice includes a detailed summary of all work performed by the ergonomist and our staff. Payment will be due within 30 days. Fees outlined in the document are guaranteed for 2019. This contract will continue into the next calendar year, although rates and bonus services and discounts may be adjusted. Mileage will be charged from our London, Mississauga, or Cambridge office, depending on which ergonomist is assigned to your project. Travel requiring more than one hour (one-way) will be billed at the quoted travel rate, in addition to mileage. Clients outside a one-hour radius of the ergonomist's office may schedule two-day site visits, with food and accommodation charged as reimbursable expenses.

When might additional charges apply?

Under some conditions, additional charges may apply. These conditions are:

- When you want us to work on off-shifts, like evenings (after 6:00 p.m.), early mornings (before 7:00 a.m.), or weekends (pending ergonomist availability). A surcharge of 25% will apply to work performed on off-shift hours.
- When you cancel dates with short notice. Cancellation charges of \$500/day apply for dates *cancelled* with less than four weeks' notice. If we can fill the gap in our schedule you will not be charged.
- **ON-SITE ERGO** clients are charged at our regular rates for our one- and two-hour "face-2-face" sessions (handouts at additional cost), as long as the ergonomist prepares for the session at your site.

What is the difference between a "certified" and "associate" ergonomist?

A "certified ergonomist" (CCPE) has a relevant degree, including courses in all key competencies, and four or more years of full-time ergonomics experience, including one year of mentored work. An associate ergonomist (AE) has the degree, and is in the process of acquiring the experience. *All* of our ergonomists are certified or associate ergonomists (or candidates). (A "candidate" is awaiting approval of his/her submitted AE application.) For information on ergonomics certification in Canada, please visit the [Canadian College for the Certification of Professional Ergonomists](#) website. Taylor'd ergonomists are also members of the [Association of Canadian Ergonomists](#).

When can we get started?

Taylor'd Ergonomics can usually begin a project within 2 weeks, but not later than six weeks after approval is obtained.

How is confidentiality protected?

Any information divulged to Taylor'd Ergonomics by the client during the course of this contract will be regarded as confidential. Taylor'd Ergonomics will not use or disclose any such information to any person during or after the period of this agreement. Project files are stored for a minimum of four years.

How does copyright apply?

Taylor'd Ergonomics Incorporated maintains copyright for the format of all reports, and all training materials. Reports will be provided electronically in a "read-only" format. The contents of the reports must never be altered without our involvement, as we hold responsibility for the integrity of the data contained in the reports. Materials provided (e.g. bulletin boards, "ergo extras") are for use within your facility, during the term of our contract with you. Contact us for info on corporate programs, and opportunities to share this program between sister facilities.

ON-SITE ERGO



2019

Taylor'd Ergonomics Incorporated
 Cambridge
 London
 Mississauga

The ON-SITE ERGO program (12+ days)

When you authorise 12 or more days of consulting, we offer discounts and bonuses, bundled together in our **ON-SITE ERGO** program. This program is optional; authorising a large project will make you eligible for the discounts, even if you don't want the **ON-SITE ERGO** "program".

This program delivers the support and expertise that a staff ergonomist would provide, without requiring a full-time commitment. You set your own schedule, and you can prioritise the ergonomist's activities as appropriate.

The **ON-SITE ERGO** program includes these free "bonus" services:

- **Ergo bulletin boards** (hard copy or electronic), updated weekly, and monthly
- **Quarterly ergo contest** with handouts and prizes
- Access to hundreds of **ergo awareness handouts** (articles and puzzles) on ergo topics, ranging from lifting to bifocals, and from gardening to aging.

Training discounts

ON-SITE ERGO clients are also entitled to a discount off our open enrolment training fees, posters, and awareness products. These courses include:

Physical and cognitive demands analysis: January 8-9, May 1-2, September 4-5, your price: \$635 + HST

Driver Ergo (May 13) Your price \$300 + HST

101 Solutions (February 26, November 12) Your price \$295 + HST

Office Ergo (Feb 5, Sept 24) Your price \$305 + HST

Return to Work (April 9) Your price \$280 + HST

Lifting Train-the-trainer (Jan 23, Oct 9) Your price \$295 + HST

Ergo Design (March 26, Oct 29) Your price \$380 + HST

We also offer hazard-specific "**face-2-face**" training for employees in 8 different target groups:

- Supervisors
- Industrial workers
- JHSCs
- Public works employees
- Drivers
- Material handlers
- Office workers (traditional desks and sit/stand desks)

These courses are available to **ON-SITE ERGO** clients at your regular rates (plus \$5/person for materials), if the ergonomist prepares for the session on-site.

What is Taylor'd Ergo planning in 2019 for ON-SITE ERGO clients?

Here is our plan for the year's contest and bulletin board themes for our **ON-SITE ERGO** clients (topic substitutions available). We will send you electronic pdf copies; paper copies available on request. A similar package is available for purchase (\$495) through our website.

January

Bulletin board theme:

Driving Miss Daisy – Tips for driving, ergonomically

Intern plan: Want extra ergo help in May/June? Post now for a free Fanshawe ergo intern.

February

Bulletin board theme:

It's "Move O'clock" - Activities to get you moving.

Ergo contest:

Reaction time: What does it mean to be "impaired"?

March

Bulletin board theme:

Do you fit? How anthropometrics, clothing, gloves, and footwear influence clearance

April

Bulletin board theme:

Pre-arching the spine – Why to add this stretch to your routine

Ergo contest:

How low should it go?" Match the height/reach/ clearance to the limiting user.

May

Bulletin board theme: Designing work for the brain – How ergonomists consider cognitive demands when assessing a job

June

Bulletin board theme: Reporting hazards early – What happens while you wait.

July

Bulletin board theme:

"The heat is on" – Understand the effects of humidity and recognise signs of heat stress

Ergo contest:

Working in hot and cold (Word search)

August

Bulletin board theme:

Climbing techniques – Best practices for getting in and out of vehicles

September

Bulletin board theme:

MSD hazards – How to spot them in the workplace, and at home

October

Bulletin board theme:

Global ergonomics month - celebrating ergonomics

Ergo contest:

MSD hazard recognition (Circle the MSD hazards)

November

Bulletin board theme:

One size doesn't always fit all – Working "ergonomically" at shared workstations.

December

Bulletin board theme:

Dig it! Tips for shovelling (sand, dirt, snow, etc.)

Time to renew your agreement with Taylor'd Ergo for 2020!