



# Administration Fee Schedule

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All administrative fees are charged at £1.00\* per hour of support given, and parts thereof. (Admin fees will be invoiced monthly in arrears) An **Admin Fee Record** will be completed by PA/s, which the service user or their representative will be asked to sign, before being returned to PACT Partnerships offices.

Please note; administration fees are payable **in addition** to the PA/ care worker payment, which we advise is set at a **minimum** of £10.00 per hour, up to £12.00 per hour, dependent upon the level of support that you require, the service user will agree the hourly rate directly with the PA.

## Your Administration fee gives you the following benefits

- Free membership
- Complete choice and control
- Continuity of care
- 24/7 access to PA database
- Access to trained and vetted PA's
- Induction training for your PA
- Access to Ongoing Mandatory training for your PA
- On and offline support
- Secure website access
- Access to all PA's availability
- Ability to star rate PA's
- Advanced search facility
- No cost for advertising for PA

## Methods of payment

- Cheques,
- Postal orders
- BACS transfer

*\*Administration fees will be increasing to £1.48 per hour in April 2016*