



# Small Business Starter Pack



The HR essentials for growth-minded businesses with less than 25 employees.

You're in the in-between: Business is up and running, but you're not big enough to need full-time (or even on-call) HR support... yet. Our **Starter Pack** delivers the initial HR must-haves of micro- or small-sized businesses like yours.

Montani's Small Business Starter Pack takes the mystery out of what tiny-but-mighty companies actually need to get their people operations rolling. Through our easily customized templates, basic HR training, and the opportunity for one-on-one chats, we deliver the key elements your lean team needs right away – all in a single package.

**Your Small Business Starter Pack includes:**

- A company handbook template
- A job description template
- A new hire packet and onboarding checklist
- A performance review template
- Basic compliance training
- Set-up of your HR technology (plus guidance for the first run of payroll)
- 5 hours of consultation time to use as needed for questions or feedback

The items included in your Starter Pack will not only meet the HR needs of your business today but will set you up for future growth. With these essentials, you'll be prepared to recruit great talent, keep the talent you've already won, remain in compliance, and streamline the admin work of human resources. Even better, you'll reclaim wasted hours spent working on (or worrying over) HR needs instead of focusing on the part of the business you know and love.

It's never too soon to get your business set up for people operations success. Montani Consulting is the HR guide for small business owners.

*“As a business owner, I have very limited time. Outsourcing policy writing and HR setup resulted in huge time savings, and Montani's consultants integrated seamlessly as if they were part of my team. I feel a sense of relief knowing our HR practices are sound and I'm not missing anything important.”*

**FRANK RIVERIA**  
Inland Geodetics

*“I can't think of a better consultant for small business owners for start-to-finish help with all things HR. As a small business owner, when you feel over your head with HR, now you know who to call.”*

**STEPHANIE LANIER**  
Lanier Property Group



**SCHEDULE YOUR FREE 30-MINUTE STRATEGY SESSION TODAY.**

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