

ORDER FORM

ERLMS Organisational, Human Resource and Business Management Tools

(Please tick on the right hand column the tools you wish to purchase and specify the overall total price of your order)

Tool	ERLMS Organisational, Human Resource and Business Management Tools	Normal Price in US\$	Special Price in US\$	Please Tick
1	ERLMS Human Resource Planning Checklist	180	130	
2	ERLMS Toolkit for Integrating Human Resource and Business Planning	350	250	
3	ERLMS Position Description Format	550	500	
4	ERLMS Sample Position Descriptions for more than 50 positions	990	900	
5	ERLMS Position Evaluation Benchmarking System	2,500	2,300	
6	ERLMS Position Evaluation Benchmarking System Questionnaire	120	100	
7	ERLMS Human Resource Policy Survey Questionnaire	550	450	
8	ERLMS Asia Pacific Pay Practice Survey Questionnaire	550	450	
9	ERLMS HR Policy and Employment Term and Condition Survey Questionnaire	550	450	
10	ERLMS Employee Cash Compensation Survey Questionnaire	550	450	
11	ERLMS Employee Benefit Survey Questionnaire	770	650	
12	ERLMS HR Environmental Study Questionnaire	770	650	
13	ERLMS Step by Step Guide to Employee Satisfaction	220	170	
14	ERLMS Employee Satisfaction Survey Questionnaire	550	450	
15	ERLMS Role Profile Form	350	250	
16	ERLMS Employee Performance Management Contract	1,000	850	
17	ERLMS IT Technical Skill Assessment Form	350	300	
18	ERLMS Checklist for Integration Human Resource Management Issues upon a Merger	180	130	
19	ERLMS Job Candidate Information Questionnaire	350	250	
20	ERLMS Job Candidate Management and Behavioural Skill Competency Assessment Questionnaire	550	450	
21	ERLMS Resume Writing Guide and Template	80	50	
22	ERLMS Medical Benefit Survey Questionnaire	770	650	
23	ERLMS Human Resource Due Diligence Checklist	220	170	
24	ERLMS Customer Opinion Survey Questionnaire - HR Consulting Services	350	250	
25	ERLMS Employee Performance Management Process	350	250	
26	ERLMS Candidate Assessment Form for Human Resource Management Positions	350	300	
27	ERLMS Road Map for Strategic Planning	350	250	
28	ERLMS Strategic Planning Process Worksheet	350	300	
29	ERLMS Guide to Identifying your Competitiveness and Position in the Market	350	300	
30	ERLMS Worksheet for Identifying your Competitors and their Positions in the Market	350	300	
31	ERLMS Guide to Developing your Company Vision and Mission Statements	220	170	
32	ERLMS Guide to Setting Business Goals and Objectives	220	170	
33	ERLMS Guide to Setting Business Strategies	350	300	
34	ERLMS Guide to Writing a Strategic Business Plan for an Established Business	770	650	
35	ERLMS Checklist for Planning and Managing your Business	220	170	
36	ERLMS Customer Service Survey Questionnaire	350	250	
37	ERLMS Guide to Marketing your Service Business	350	250	
38	ERLMS Guide to Developing a Strategic Marketing Plan for your Service Business	350	300	
39	ERLMS Template for a Customer/Client Meeting File-Note	180	100	
40	ERLMS Guide to Preparing a Business Funding Request	770	650	
41	ERLMS Employee Attraction Audit	350	300	
42	ERLMS Employee Recruitment Audit	350	300	
43	ERLMS Employee Orientation and Induction Audit	350	300	
44	ERLMS Employee Reward Audit	350	300	
45	ERLMS Employee Development Audit	350	300	
46	ERLMS Employee Retention Audit	350	300	
47	ERLMS Employment and HR Compliance Audit	350	300	
48	ERLMS Employee Termination and Release Audit	350	300	
49	ERLMS Employee Diversity Audit	350	300	
50	ERLMS Employee Job Satisfaction Audit	350	300	
51	ERLMS Candidate Assessment Form for Sales and Marketing Positions	350	300	
52	ERLMS Candidate Assessment Form for Information Technology Positions	350	300	
53	ERLMS Candidate Assessment Form for Finance and Accounts Positions	350	300	
54	ERLMS Candidate Assessment Form for General Management Positions	350	300	
55	ERLMS Role Accountability and Competency Skills Requirement Template	350	250	
56	ERLMS Guide to Workplace Diversity Management	900	750	
57	ERLMS Candidate Management and Behavioural Skill Competency Assessment Questionnaire for HR Positions	550	450	
58	ERLMS Guide to Behavioural and Competency Interviewing	180	130	
59	ERLMS Interviewing Guide for Job Candidates	180	130	
60	ERLMS Guide to Expatriate Compensation Calculation and Benefit Management	400	350	
61	ERLMS Hotel Guest Questionnaire	80	50	
62	ERLMS Mystery Shopper Questionnaire - Retail Stores	650	500	
63	ERLMS Mystery Shopper Questionnaire - Hotels	650	500	
TOTAL PRICE (Please specify the total price of your order in US\$ in the box)		n / a		n / a

PURCHASER INFORMATION (Please complete the below and sign to indicate that you agree with the terms and conditions)

Name of Executive:	Position Title:
Telephone Number:	Facsimile Number:
Company Name:	Email Address of Executive:
Company Address:	
Signature:	Date:

Terms and Conditions of Use

The ERLMS Organisational, Human Resource and Business Management Tools are the sole property of ERLMS Limited. As a purchaser of the management tools, you may display, reformat, modify and print them for your personal use but the tools are not to be used in any way for commercial purposes. You agree not to reproduce, retransmit, distribute, disseminate, sell, publish, circulate or broadcast the management tools received through this service to anyone without prior written consent from ERLMS Limited. You must not post the management tools obtained from this service to newsgroups, mail lists or electronic bulletin boards, without prior permission from ERLMS Limited. You agree not to use the management tools in any illegal manner.

The ERLMS Management Tools purchased are for use only by the individual or organisation/office that purchased the management tools. You understand that additional licenses for using the management tools must be purchased before the management tools can be used or applied in other offices, operations or countries.

Please sign to indicate that you agree with the Terms and Conditions of Use:

PAYMENT INSTRUCTION

We only accept Direct Transfer of payment. Please note that the pricing is in US Dollars and that all payments are to be in US Dollars. All payments made are non-refundable. Upon receiving the signed fax copy of your Order Form, we will email you details of where to Transfer the Payment to.

RETURN OF THE COMPLETED FORM

Please complete and sign the Order Form, and fax the Signed Order Form back to Ryan Leong on 60-3-6203-2401 to confirm your order.

We will email you the management tools within 10 working days of receiving the order and upon clearance of the order payment. For Ordering Enquiries, Customisation of Management Tools and other ERLMS services, please email us on enquiry@erlms.com.