

2 Microlink Digital Workplace Adjustment System - Modular

	SERVICE	DESCRIPTION	UNITS	CHARGES (Ex VAT) 17 Sep 2026 – 16 Sep 2027	CHARGES (Ex VAT) 17 Sep 2027 – 16 Sep 2028	CHARGES (Ex VAT) 17 Sep 2028 – 16 Sep 2029	CHARGES (Ex VAT) 17 Sep 2029 – 16 Sep 2030
☐	Onboarding Fee	Legal, Compliance, IT Security, Referral Pathway, Dedicated on-boarding Team, Process Mapping, Communications	Per Organisation	£2,067	£2,108	£2,150	£2,193
☐	Fast Track Case Management Fee	End to End Case Management/Assigned Advisors/Consultations/Key Relationship Management/Management Information/Audits. (Excluding cost for products)	Per Case	£207	£211	£215	£219
☐	Pan Disability Workplace Needs Assessment	Approved Assessor conducting Pan-Disability Assessment with Comprehensive Report	Per Assessment	£362	£369	£376	£384
☐	Assistive Technology (Software and Hardware) Purchase and Delivery	Ordering Assistive Technology Products from an agreed Catalogue	Per Agreed Product Catalogue	various	various	various	various
☐	Assistive Technology (Software and Hardware)Installation	Delivery and set up of hardware or software for employee/end-user	Per Installation	£103	£105	£108	£110
☐	Assistive Technology Training	training provided for employee/end user	Per case / 2-hour session	£289	£295	£301	£307
☐	Staff and or Management Training Individual	training provided for colleague or line manager	Per case / 2-hour session	£387	£395	£403	£411
☐	Staff and or Management Training Group	Bespoke training provided for Colleagues and Line Managers	Per half day	£672	£685	£699	£713
☐	End User Technical Support	End user support - Providing Colleague technical support post implementation or	Per hour or part	£57	£58	£59	£60
☐	Organisational Technical Support	Organisational support – e.g., assisting Group IT in technical troubleshooting, compatibility testing, upgrade projects	Per hour or part	£129	£132	£134	£137
☐	Consultancy specialist scripting	Provision of specialist services, e.g., JAWS scripting	Per day	£1,033	£1,054	£1,075	£1,097
☐	Coaching	Specific coaching needs	Per Case	Per Case	Per Case	Per Case	Per Case
☐	Ad hoc work and additional reports	Ad hoc assistance and information required outside the scope of the reports specified in Schedule 6	Per hour	£57	£58	£59	£60
☐	ATW Case Management single award	Per case fee for ATW management	Per case	£155	£158	£161	£164
☐	ATW Case Management continuous claim	Managing the billing for ongoing support	Per case per month	£155	£158	£161	£164
☐	End to end Case Management with Management Information Reports	Full end-to-end workplace adjustment service, including referral, initial triage consultation, assessment co-ordination, second contact report consultation, fulfilment management and satisfaction surveys. Key relationship management/management information/audits. Excluding cost for assessment and product)	Per case	£408	£416	£425	£433

Wasted Visits/ Late Cancellations charges

Any assessment Wasted visit	Assessor arrives but colleague is not available, and they are unable to re-	100% of Fee
Any assessment Late cancellation	Cancellation within 24 Hours of the booked appointment	100% of Fee