QUOTE TEMPLATE · RATE CARD · IR35 GUIDANCE

Fractional COO quote and engagement rate card

A ready-to-complete quote for a fractional, interim or advisory COO engagement with GJM Consultants Ltd. Use it to size the commitment internally or to take a costed option to your board. All figures exclude VAT and are confirmed in a written proposal before any commitment.

1. Rate card

Engagement	Rate	What it covers	Commitment
Advisory retainer / NED	£1,500–£2,500 per month	Board meetings, monthly operational review, access between sessions	3 months, then monthly
Fractional COO	£900–£1,200 per day, 1–3 days per week	Embedded executive ownership of the operating plan and operational functions	3 months, then monthly
Interim COO	£900–£1,300 per day, 4–5 days per week	Full-time executive mandate: turnaround, scale-up or leadership cover	Fixed term by agreement

2. Indicative cost by cadence

Cadence	Per month (approx.)	Per quarter (approx.)
1 day per week	£3,900–£5,200	£11,700–£15,600
2 days per week	£7,800–£10,400	£23,400–£31,200
3 days per week	£11,700–£15,600	£35,100–£46,800
4–5 days (interim)	£15,600–£28,100	£46,800–£84,300

Based on 4.33 working weeks per month at the day rates above. Retainers are invoiced monthly in advance, day-rate work monthly in arrears, payment terms 14 days.

3. IR35 and employment status

- GJM Consultants Ltd is a UK limited company (No. 17333662) contracting business-to-business, not personal services to an individual.
- The company serves multiple concurrent clients and is not economically dependent on any single engagement.
- The engagement is defined by outcomes and a written scope, not by supervision, direction and control of how the work is performed.
- There is a genuine right of substitution, and the company carries its own professional indemnity and public liability insurance.
- Equipment, workspace and overheads are the company's own; the company is not integrated into the client's employment framework (no benefits, appraisal or holiday entitlement).
- The client remains responsible for a Status Determination Statement under Chapter 10 ITEPA 2003 where it is a medium or large organisation; small companies are exempt and the intermediary determines status.
- Status should be assessed at the outset using CEST or professional advice and reviewed if the working practices change materially. This document is general guidance and is not tax advice.

4. Included in the fee

- Committed days at the agreed weekly cadence, plus availability for genuine urgencies between them.
- Board and investor reporting prepared to the agreed format.
- Reasonable UK travel to client sites; international travel agreed in advance.
- NDA and IP assignment in place before the engagement starts.
- Documented operating systems and a structured handover at the end of the mandate.

5. Not included

- VAT (charged in addition where applicable).
- Third-party costs — certification bodies, test houses, tooling, software licences and recruitment fees.
- International travel, accommodation and subsistence beyond the agreed UK travel allowance.

6. Your quote — to complete

Client / company	
Contact and role	
Engagement type	
Cadence (days per week)	
Day rate / monthly retainer	
Initial term and start date	
Primary outcomes (first quarter)	
On-site expectation	
Quote prepared / valid until	

Return this page, or the objective in a few lines, to gareth@gjm-consultants.com and you receive a written proposal within two working days of the scope call.