

**bureau service costs**

The cost per team is dependent upon the number of team members:

<b>Number of team members</b>	<b>On-line administration</b>	<b>Paper administration</b>
Up to 5 team members	£115.00	£130.00
6 team members	£120.00	£140.00
7 team members	£125.00	£150.00
8 team members	£130.00	£160.00
9 team members	£135.00	£170.00
10 team members	£140.00	£180.00
11 team members	£145.00	£190.00
12 team members	£150.00	£200.00
13 team members	£155.00	£210.00
14 team members	£160.00	£220.00
15 team members	£165.00	£230.00
> 15 team members	£165 plus £5 per person	£230 plus £10 per person
Powerpoint overview of team results	£20	£20
Full-colour bound copies of the team report	£5 per copy	£5 per copy

The above costs include for both electronic (on-line) and paper administration of the ATPI:

- Advice about coding and administration of the ATPI if required.
- Monitoring of response rates and feedback to the ATPI facilitator.
- Electronic copy of the team report – the report will be sent by e.mail to the registered ATPI facilitator only.
- Confidential data entry and analysis.
- Confidential destruction of all paper and electronic data submitted by team members.

For electronic (on-line) administration the cost includes:

- Team member access to the on-line questionnaire 24 hours a day for an agreed 'administration window' period of up to 30 calendar days.

For paper administration the cost includes:

- Provision of paper questionnaires and freepost return envelopes for each team member.
- All postage and packing costs.
- Confidential data entry of team member responses.

**Please note** that non-returned paper questionnaires will be charged at £3 each and both paper and on-line **abandoned administrations** will incur a charge of £30.

**A note about team size**

If a team is larger than 15 we recommend that you consider creating sub-group reports in order to provide richer information about team member views. Please see over for more information about sub-group creation and costs.

## Sub-group reports

Sub-group reports are helpful where large numbers of people (usually over 15) are truly members of one team – that is all team members:

- have / should have shared objectives in common
- need to work together to achieve those objectives
- have / could have the opportunity to meet together regularly to review performance
- have one team leader

All team members are asked to respond to the questions in the ATPI about **the same team** and the same team leader but individuals are 'sub-coded' so that it is possible to run reports which show how different groups perceive the way in which the overall team is working, for example Doctors, Nurses and Clerical Staff may be found to have different views about the overall team and its effectiveness.

For advice about sub-group creation please contact us.

## Costs

Type of report	On-line administration	Paper administration
Overall report	See price list overleaf – maximum cap of £200 applies	See price list overleaf – maximum cap of £350 applies
Sub-group reports	£50.00 per report	£50.00 per report

## Contacts

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