

LC Concierge Service Menu Options

LEADERSHIP CIRCLE PROFILE

1

PREPAY 10 PROFILES - ADDITIONAL \$100 PER PROFILE

PLUS FREE GROUP REPORT

- Create Project
- Send Participant Pre-Survey Emails
- Enter Participants (Participants add own Evaluators)
- Check Status and Send Reminder Emails
- Follow-up on Rejected Emails
- Send Weekly Status Report
- Send Status Report Day Before Completion Deadline
- Order Free Group Report
- Send FedEx tracking number or confirm individual and/or group report availability to download from Project Center



2

PREPAY 10 PROFILES - ADDITIONAL \$145 PER PROFILE

PLUS FREE GROUP REPORT

- Everything from Option 1
- Plus we will enter Participant's Evaluators.
 - *Participants send pre-survey information to their Evaluators
 - *All evaluator information must be received before project launches

1

ADDITIONAL \$100 PER PROFILE (NON-PREPAY)

- Create Project
- Send Participant Pre-Survey Emails
- Enter Participants (Participants add own Evaluators)
- Check Status and Send Reminder Emails
- Follow-up on Rejected Emails
- Send Weekly Status Report
- Send Status Report Day Before Completion Deadline
- Order Free Group Report
- Send FedEx tracking number or confirm individual and/or group report availability to download from Project Center

2

ADDITIONAL \$145 PER PROFILE (NON-PREPAY)

- Everything from Option 1
- Plus we will enter Participant's Evaluators.
 - *Participants send pre-survey information to their Evaluators
 - *All evaluator information must be received before project launches



SIDES (CUSTOM) PRICE TBD

- Send Pre-Survey Information to Evaluators
- Communicate directly with Participants or Evaluators Outside of Email
- Order Group Report (non-prepay)
- Extend Completion Deadline (One extension free - fees kick in for additional reopens)
- Reopen Closed Projects (Fees to reopen, reprocess reports, and provide extended Concierge Service apply)
- Send printed materials to more than one shipping address per Project
- Upload Reports to a source other than Project Center
 - *PDF reports are downloaded by Certified Practitioner from Project Center
 - * Due to global security standards, we do not email reports directly to Practitioner's clients
- Cancel Project - Concierge Fees are non-refundable. Also, if there is survey-taker feedback, 50% of Profile fee is refundable.

Contact The Leadership Circle Support Team for more information

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