**CKPC** **Service Award Standard Operations Procedure**

2018-07-04

For service providers who charge their services by hours (such as dance teachers), there is a need to have a written estimate that includes the hourly rate and total service fee. The procedure is:

1. CKPC get quote from service providers and estimate total hours
2. Select provider
3. Prepare a written estimate that includes the hourly rate and total service fee
4. Get signed service agreement from provider

書院活動不時需要僱用按時鐘收費的服務（例如舞蹈老師），為避免超出開支，需要取得書面的收費標準和預計總開支，步驟如下：

1. 聯絡人向服務者取得服務收費報價，並估算需要服務時數
2. 書院行政與聯絡人商量，選擇服務者
3. 書院行政準備書面費用估算，其中列明收費標準和預計總開支
4. 聯絡人把書面費用估算交給服務者簽名，再交回書院行政