

FAIRPAY COMPENSATION AND BENEFITS SURVEY
Estimated number of hours required of sponsor's staff

MONTH 1

Develop list of prospective participants	5
Email enrollment message	3
Optional: Print mailing:	
Design enrollment brochure/flyer	5
Print enrollment brochure/flyer*	1
Mail enrollment brochure/flyer	2

MONTH 2

Reminder calls/emails/letters to those not returned	36
---	----

MONTH 5

Cover design	5
Email report to purchasers	3
Email publication announcement to non-participants	3
Optional: Print or CD distribution of report	
Photocopy report or produce CD version*	2
Mail report to participants	2
Optional: Print post-production publicity:	
Design of brochure/flyer	5
Print brochure/flyer*	1
Mail brochure	2
Publicity/press releases	5

60 - 80 HOURS OVER 5 MONTHS

*=actual work performed by external vendor