

PRICING GUIDE



# FiveForward Pricing Guide

*Microsoft Copilot consulting, training and bespoke AI implementation.*

ISSUED

MAY 2026

COVERAGE

UK ·  
COLCHESTER,  
ESSEX

FORMAT

WORKING  
REFERENCE

READ THIS FIRST

This guide sets out our standard rates and how engagements are typically structured. Every project is scoped individually after a discovery conversation. Use this as a working reference, not a fixed price list.

## CORE RATES

# Hourly rates for consulting and training.

Three ways most engagements start. Hourly work is used for short pieces, advisory and one-off support. For committed multi-day work, see the day rates on the next page.

Rates include everything. Bespoke design, tailored materials, delivery and follow-up are all built into the hourly and day rates. There is no separate charge for prep, slides or session design.

01	<h2>Ad hoc consulting</h2> <p>Strategic advice, problem-solving sessions and one-off support. Used for short pieces of advisory work where a day rate would not be appropriate.</p> <p>MINIMUM 1 HOUR PER BOOKING</p>	<h2>£220</h2> <p>PER HOUR</p>
02	<h2>Custom training, online</h2> <p>Bespoke online training built around your team's actual workflows. Includes development of tailored materials, examples and assets. Delivery and design are billed at the same rate.</p> <p>ONLINE DELIVERY VIA TEAMS</p>	<h2>£180</h2> <p>PER HOUR</p>
03	<h2>Onsite training delivery</h2> <p>In-person delivery at your office. Materials and exercises are tailored to your team and built around the work they actually do.</p> <p>TRAVEL AND EXPENSES OUTSIDE ESSEX BILLED SEPARATELY AT COST</p>	<h2>£250</h2> <p>PER HOUR</p>

### A NOTE ON HOURS

Hourly work is invoiced against time used, rounded to the nearest 15 minutes after the first booked hour. For longer engagements, a day rate usually represents better value. Discovery sessions are priced separately on the following page.

## DAY RATES &amp; DISCOVERY SESSIONS

# Committed days, and how engagements begin.

## A · DAY RATES

## For committed full-day engagements.

7-HOUR DELIVERY DAY

<b>Full day onsite training</b> <small>IN PERSON · UP TO 20 PER ROOM</small>	<b>£1,750</b>
<b>Full day online training</b> <small>TEAMS · RECOMMENDED MAX 12</small>	<b>£1,200</b>
<b>Full day consulting</b> <small>STRATEGY, ADVISORY, WORKING SESSIONS</small>	<b>£1,450</b>

Day rates are based on a 7-hour **delivery day** and give clients a clear budget for committed work.

Training sessions typically run 2 to 3 hours. Most rollouts combine multiple sessions across a day or across weeks, depending on what suits the team.

## B · DISCOVERY SESSIONS

## Most engagements begin here.

OUTPUT: SCOPE &amp; PROPOSAL

<b>Minimum discovery session</b> <small>2 HOURS</small>	<b>£440</b>
<b>Extended discovery</b> <small>HALF DAY · 3.5 HOURS</small>	<b>£770</b>
<b>Full day discovery</b> <small>7 HOURS · DEEP WORKFLOW MAPPING</small>	<b>£1,450</b>

Discovery is used to understand teams, workflows, needs and opportunities. The output is a clear scope and proposal for the next stage.

## HOW IT WORKS

# How staff enablement projects usually work.

A five-stage shape that mirrors the FiveForward Framework. Most engagements move through some or all of these, sized to fit.

01



## Discovery

2 HOURS MINIMUM

Working session to map workflows, identify priorities and agree what success looks like.

02



## Training design

TYPICALLY 1 TO 3 DAYS, DEPENDING ON SCOPE

Bespoke materials and exercises built for your team, your tools and your real work.

03



## Pilot session

HALF DAY OR FULL DAY

Run with a representative group to validate the approach against real conditions.

04



## Rollout

VARIABLE · ONLINE OR ONSITE

Delivered online (up to 12 per session) or onsite (up to 20 per room), with as many sessions as needed.

05



## Ongoing support or bespoke solution

OPTIONAL

Some clients move into a retained support arrangement or commission a bespoke implementation.

GROUP SIZES

# Numbers that keep training useful.

Recommended group sizes that protect interaction, relevance and individual learning quality.

ONLINE

8/12

IDEAL / MAX PER SESSION

Online training works best with up to 8 participants per session, with a recommended maximum of 12.

ONSITE

20

MAX PER ROOM

Onsite training can support up to 20 participants per room, where the space and format allow good interaction.

LARGER

∞

MULTIPLE SESSIONS

Larger groups tend to reduce interaction, relevance and individual learning quality. Additional sessions are usually recommended.

IN PRACTICE

For groups larger than the recommended maximum, additional sessions or a champion-led cascade model are usually more effective than packing more people into one room. We can advise on the right structure during discovery.

BESPOKE SOLUTIONS

# Implementation work, scoped individually.

Bespoke AI implementations, including custom Copilot Studio agents, Power Automate workflows and integrated solutions, are quoted after a discovery conversation.

Pricing reflects the scope of work, the complexity of the implementation, the effort to deliver and the business impact the solution is expected to create. Each project is scoped individually rather than fitted to a fixed package.

Bespoke implementations include custom Copilot Studio agents, Power Automate workflows, Microsoft 365 integrations and document automation. Each is scoped individually after discovery.

The proposal sets out the scope, the delivery timeline, the fixed price (or, where appropriate, the time-and-materials estimate) and the success criteria.

## What a bespoke build typically includes

SCOPED AFTER DISCOVERY

01

**Copilot Studio agents**

02

**Power Automate workflows**

03

**Microsoft 365 integrations**

04

**Document automation**

### THE PROPOSAL SETS OUT

The scope of work, the delivery timeline, the fixed price (or, where appropriate, the time-and-materials estimate), and the success criteria against which the build will be judged.

## INVOICING

# How invoicing works.

Clear, predictable terms. Anything project-specific is noted in the proposal before work begins.

- 
- |    |                           |   |
|----|---------------------------|---|
| 01 | <b>Invoicing schedule</b> | Invoices issued monthly or per project milestone, depending on engagement size. |
|----|---------------------------|---|
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- |    |                      |                       |
|----|----------------------|-----------------------|
| 02 | <b>Payment terms</b> | 14 days from invoice. |
|----|----------------------|-----------------------|
- 
- |    |            |   |
|----|------------|---|
| 03 | <b>VAT</b> | VAT will be charged at the prevailing UK rate where applicable. |
|----|------------|---|
- 
- |    |                            |   |
|----|----------------------------|---|
| 04 | <b>Travel and expenses</b> | Travel and accommodation outside Essex billed at cost where applicable. |
|----|----------------------------|---|
-

NEXT STEPS



# Start with a conversation.

*A 30-minute call is usually enough to work out what a sensible first move looks like, and roughly what it would cost.*

## 01 · BOOKING

### Book a discovery call.

The fastest way in. Pick a time that suits and we will come prepared to talk about your situation.

[fiveforward.co.uk/consultation](https://fiveforward.co.uk/consultation) ↗

## 02 · DIRECT

### Get in touch by email.

If a written enquiry suits better, send a few lines on what you are trying to move forward and we will reply with the right next step.

[info@fiveforward.co.uk](mailto:info@fiveforward.co.uk) ↗

## CLOSING NOTE

Prices in this guide are accurate at the date of issue and are kept under review.  
Every engagement is confirmed in a written proposal before work begins.