



PLANNING WORKSHEET

Cost Planning Worksheet

A structured worksheet to help you define role scope, compare support options and prepare for a tailored Borderless Talent Hub quote.

Built to support practical cost planning for remote hiring, managed teams, payroll coordination and global growth.

How to use this worksheet

Use the pages below to capture the practical information needed to plan your remote hiring budget. This worksheet is designed for business owners, hiring managers and operations leaders who want a simple client-facing format they can complete before speaking with our team.

- Complete the role and business context sections first.
- Estimate the support model that best matches your needs.
- Note any payroll, compliance or onboarding requirements.
- Use the final summary page to prepare for a tailored quote discussion.



1. Business and hiring overview

Item	Your notes
Business name	
Primary contact	
Industry / service area	
Primary business objective for this hire	
Target start date	
Priority level	High / Medium / Low

2. Role scope and delivery needs

Question	Your notes
Role title or team function	
Key responsibilities	
Outcomes expected in the first 90 days	
Hours needed each week	
Preferred working pattern	Part-time / Full-time / Flexible
Manager or reporting line	

3. Support model comparison

Option	Best fit?	Priority	Planning notes
Part-time specialist	<input type="checkbox"/>	1 2 3	
Full-time specialist	<input type="checkbox"/>	1 2 3	



Option	Best fit?	Priority	Planning notes
Team build (3+ hires)	<input type="checkbox"/>	1 2 3	
Employer of Record support	<input type="checkbox"/>	1 2 3	
Recruitment only	<input type="checkbox"/>	1 2 3	
Project-based support	<input type="checkbox"/>	1 2 3	
Social Media Management	<input type="checkbox"/>	1 2 3	

4. Market, payroll and compliance considerations

Area	Requirement or comment
Country or region of hire	
Is this a new market for the business?	Yes / No
Payroll coordination needed?	Yes / No
Compliance or local employment documentation needed?	Yes / No
Onboarding support required?	Yes / No
Any country-specific considerations already known?	



5. Budget planner

Use this page to compare the expected monthly run-rate, initial setup considerations and any optional extras that should be discussed during scoping.

Budget estimate

Cost area	Estimated amount	Confirmed?	Notes
Core monthly support		<input type="checkbox"/>	
Payroll / EOR support		<input type="checkbox"/>	
Recruitment or sourcing fee		<input type="checkbox"/>	
Onboarding and implementation		<input type="checkbox"/>	
Tools, equipment or software access		<input type="checkbox"/>	
Additional management or admin support		<input type="checkbox"/>	
Contingency / growth allowance		<input type="checkbox"/>	

6. Decision readiness

Checkpoint	Status	Comments
Role scope is clearly defined	<input type="checkbox"/>	
Preferred support model is selected	<input type="checkbox"/>	
Budget range has been agreed internally	<input type="checkbox"/>	
Market / country of hire is confirmed	<input type="checkbox"/>	
Payroll / compliance requirements are understood	<input type="checkbox"/>	
Stakeholders are aligned on timeline	<input type="checkbox"/>	



7. Quote preparation summary

Summary area	Your notes
Preferred role / solution	
Target budget range	
Ideal start date	
Any non-negotiable requirements	
Questions for Borderless Talent Hub	
Next internal action before enquiry	

Client note: Once completed, this worksheet gives your team a clearer starting point for a Borderless Talent Hub discovery call and a more accurate tailored quote.