



## Rates

As at 1<sup>st</sup> June 2007

<b>Word Processing</b> - Typing, Report writing - Resumes, Assignments, theses	<b>\$30.00 per hour</b>
<b>Presentations</b>	<b>\$35.00 per hour</b>
<b>Spreadsheets</b>	<b>\$35.00 per hour</b>
<b>Mail outs/Mail merges</b>	<b>\$30.00 per hour</b>
<b>General Administration</b> - Diary management - Photocopying - Document collation	<b>\$30.00 per hour</b>
<b>Data Entry</b>	<b>\$30.00 per hour</b>
<b>Bookkeeping/Payroll</b>	<b>\$35.00 per hour</b>
<b>Other Services</b> - Faxing	Local \$1.50 STD \$3.00
- Photocopying	Black & White A4 25c 1-19 20c 19+
- Transparencies	Colour A4 \$3.00 p/page \$2.50 per page
- Laminating	\$3.00 A4 size
- Scanning	\$1.00 per page
- CD/DVD Burning	\$4.00 per CD/DVD

### Monthly Retainer

*For clients who require an ongoing service, a monthly retainer is recommended. A minimum three month contract is required with 30 days notice of any changes.*

<b>8 hours per month</b>	<b>2.5% discount</b>
<b>16 hours per month</b>	<b>5 % discount</b>
<b>24 hours per month</b>	<b>7.5 % discount</b>
<b>40 hours per month</b>	<b>10% discount</b>

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