



SERVICES (Hourly rates are charged by the quarter hour)

Word Processing

- Copy Typing Includes formatting, layout and proofreading £15.00 per hour
- Letters and Memos £15.00 per hour
- Reports, Dissertations, Manuscripts £15.00 per 1,000 words

Audio Typing (digital or cassette) £15.00 per hour

Data Entry £15.00 per hour

Invoicing £15.00 per hour

Mailing £0.30 per letter

Desktop Publishing £15.00 per hour + printing costs

Recruitment Support £15.00 per hour

CV's £15.00 for 2-page CV

PowerPoint Presentations £15.00 per hour

Training Co-ordination £15.00 per hour

Event Management £15.00 per hour

OTHER COSTS

Mailing Labels 5p per label

Scanning 20p per page

Photocopying 10p (b/w), 30p (colour) A4 size

Laminating 65p, A4 size

Printing 10p (b/w), 30p (colour) A4 size

Faxes sent 20p per A4 page

Envelopes (A4, C5, DL – white) 20p each

Overhead transparencies 10p (b/w), 30p (colour) A4 size

Plus any additional postage costs at current rate

RETAINER PACKAGES

If you are looking for a more cost effective regular service you may consider one of our discounted 'Retainer Packages'. These packages guarantee you an agreed number of hours a month to use our services.

Package 1	10 hours per month	£140.00	(save £10.00)
Package 2	15 hours a month	£205.00	(save £20.00)
Package 3	20 hours a month	£270.00	(save £30.00)

Once a 'package' has been used you are free to utilize any of our services on a "Pay-As-You-Go" basis or you can request another 'package' - whichever suits you. *Payment for retainer packages is due in advance.*