

Services Price List

(Please note all services are charged in 1 minute increments based on the hourly rates below)

Audio Typing	£20.00 per hour
Bulk Mailings (inc. printing, folding & envelope stuffing)	£0.35 per letter
Call Answering	From £20.00 per month & £1.00 per call
Credit Control (reconciling, invoicing etc)	£20.00 per hour
Data Entry	£20.00 per hour
Database Cleansing	£20.00 per hour & phone charges
Desktop Publishing	£20.00 per hour & printing costs
Event Management	£20.00 per hour
File Maintenance (setting up electronic systems)	£20.00 per hour
HR Administration	£20.00 per hour
On-Site Admin	£30.00 per hour & travel costs
PowerPoint Presentations	£20.00 per hour
Proofreading	£20.00 per hour
Social Media Marketing	£30.00 initial assessment / £25 per hour
Training Co-ordination	£20.00 per hour
Word Processing	£20.00 per hour

Retainer Packages

Bronze: 10 hours	5% discount
Silver: 15 hours	7.5% discount
Gold: 20 hours	10% discount
Platinum: 30 hours	12.5% discount

Miscellaneous Costs

Printing	15p (b/w) and 30p (colour) per page
Text Messages	18p per text
Faxes Sent	20p per page
Labels (per sheet of 21)	£1.20 per sheet
Converting documents to PDF	£1.00 per document
Scanning	£20p per page
Photocopying	15p (b/w) and 30p (colour) per page
Envelopes: A4 (white)	30p each
Envelopes: C5 (white)	25p each
Envelopes: DL (white)	20p each