



SERVICE & RATES 2011 - 2012

<u>Service</u>	<u>Per Hour</u> (From)
Word Processing/Copy Typing	£25.00
Event & Conference Organisation/Travel & Accommodation Arrangement	£25.00
Diary Management/Internet Research/Product & Services Procurement	£25.00
Proofreading per 1000 words	£25.00
Audio Transcription (Analogue/Digital) per audio minute (rate depends on number of speakers and quality of recording)	£1.75
Spreadsheet/Database Entry	£25.00
Bookkeeping	£25.00
Real Time Transcription	£25.00
PowerPoint Presentations	£25.00
MailMerge/MailShot	£25.00
On-Site Word/PowerPoint Training	£25.00
Real time transcription (via telephone or on-site)	£25.00

MONTHLY RETAINER PACKAGES*

Service	Hours per Month	Rate
BRONZE	10 hrs (5% discount)	£237.50
SILVER	20 hrs (7.5% discount)	£462.50
GOLD	30 hrs (10% discount)	£675.00
PLATINUM	40 hrs (10% discount)	£900.00

* Monthly Retainer Packages are payable in advance and are non-refundable but unused hours are carried over for one month only.