






SERVICE & RATES 2014

<u>Service – PA type services</u>	<u>Per Hour*</u>
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	£30.00
PowerPoint Presentations	£25.00
MailMerge/MailShot	£25.00
On-Site Word/PowerPoint Training	£25.00
Real time transcription (via telephone or on-site)	£30.00
Business Manager Support	£30.00

MONTHLY RETAINER PACKAGES**

Service	Hours per Month	Rate*
	10 hrs (5% discount)	£237.50 – Admin £285.00 – Business Manager
	20 hrs (7.5% discount)	£462.50 – Admin £555.00 – Business Manager
	30 hrs (10% discount)	£675.00 – Admin £810.00 – Business Manager
	40 hrs (10% discount)	£900.00 – Admin £1080.00

* Rates are exclusive of VAT, which is charged at 20%

** Monthly Retainer Packages are payable in advance and are non-refundable.