



Rates

Below is a list of Rates for services by **Online Virtual Office Solutions**. All rates may vary some depending on the project. At the bottom you will find a Rate request agreement.

Word Processing, Data Entry, Transportation Services, and Misc.: \$18/hr.

Desktop Publishing: \$25/hr.

(applies to flyers, newsletters, brochures, and postcards)

Web Site Design: \$50/hr and hosting as little as \$12.00 month

Résumés:

- ← Résumé Writing: \$25–\$75. Ask for quote.
- ← Writing a cover letter: \$25.
- ← Consultation, writing, or rewriting: \$50/hr.

Turnaround time is 24 hours. Same day service is considered RUSH. Extra fees are billed for rush jobs, same day service, after hours, and weekends.

Minimum charge: A minimum of \$18 is billed for all tasks

Express Service (Rush Jobs)

Less than 8 hours.....	+ 30%
Less than 4 hours.....	+ 75%
Less than 1 hour.....	+ 100%
While you wait.....	+ 100%
Evenings.....	+ 50%
Weekend	+ 100%

Business Hours: 9 A.M-5P.M. Monday through Friday. Please call to set up an appointment.

Rate Calculation

The rate calculation sheets makes it easy to calculate charges for your services in 5-minute increments. Here's how it works.

For example, if you charge \$30/hr for word processing and it takes you 80 minutes to do the work, then you should charge \$40. If you charge \$40/hr for advanced word processing and it takes you 80 minutes to do the work, then you should charge \$53.33.

My minimum amount for any work is \$18 even if I just change a phone number or address on a resume.

Use the lower amounts to add them up to longer times. For example, here's how you calculate 2 hrs. 15 min. 2 hrs. at \$18/hr = \$36. Then look at the table below and you'll see that you should add \$7.50 for 15 min. work. So, your charge for 2 hrs 15 min work will be \$67.50.

	\$18/hr	\$30/hr	\$35/hr	\$40/hr	\$50/hr
5 min	\$2.00	\$2.50	\$3.00	\$3.33	\$4.16
10 min	\$4.16	\$5.00	\$5.83	\$6.66	\$8.33
15 min	\$6.24	7.50	\$8.75	\$10.00	\$12.50
20 min	\$8.33	\$10.00	\$11.66	\$13.33	\$16.66
25 min	\$10.50	\$12.50	\$14.58	\$16.66	\$20.83
30 min	\$12.50	\$15.00	\$17.50	\$20.00	\$25.00
35 min	\$14.58	\$17.50	\$20.41	\$23.33	\$29.16
40 min	\$16.66	\$20.00	\$23.33	\$26.66	\$33.33

Charge for Data Entry (Typing Names and Addresses), Mailing Lists, and Mailing Labels

People often ask me how to charge for mailing labels.

How long it will take to input addresses will depend on how the addresses are provided and how legible the addresses are. Will you get a handwritten list, a phone list with small text, pieces of paper with addresses or business cards.

Below are guidelines to help you calculate your fees for creating mailing lists and labels.

Set up cost

Set-up cost for non-standard labels/layout: \$15.

Set-up cost to set up mail merge: \$20.

Labor

In this example, your hourly rate is calculated at \$30/hr.

If you can type 80 labels/hour, your labor cost is .38/label

70 labels/hour- your labor cost is .43 /label (\$43 for 100 labels)

60 labels/hour - your labor cost is .50/label (\$50 for 100 labels)

I charge \$.50 for each address change (3-4 lines) 10 ¢ per additional field (tel. #'s, etc.)

Cost of clear labels

Your cost may vary, Check your cost, and then calculate your cost per label

\$27 for 750 - 28 cents/label

\$53 for 1500

\$56 for 2310

Printing

- \$.15/label printing
- \$.30/clear label printing



Online Virtual Office Solutions

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Charge a minimum of \$1 for a label sheet.

Charge the cost of the complete box when using non-standard labels.

Rate Agreement for Services

Client and **Online Virtual Office Solutions** agree as follows:

A deposit (50%) is required for work estimated over \$50.00 and for rush jobs. Client will pay balance upon completion of work.

Client will pay **Online Virtual Office Solutions** for costs incurred for additional services requested by client as listed below:

- additional laser printouts: \$1.00 per page (one printout of your work is free)
- fax: local - first page & additional pages: \$1.00/page
- copies: price varies by quantity, paper size, quality, etc.
- paper if other than regular copy paper is required: as per quote
- envelopes: \$.25
- printing: as per quote
- CD: \$1/disk
- other supplies: as needed
- special requests: as per quote
- shipping and handling: as per quote

You are welcome to provide your own supplies.

Changes requested are charged at the rate of \$30/hr.

It is the client's responsibility to proofread all documents processed by **Online Virtual Office Solutions**.

Your data will be stored at no cost for a period of 3 weeks. You can obtain a copy of your data on a floppy disk for just \$1 per disk or you can provide your own disks.

I request to have my computer data stored for a period of _____ .

I hereby acknowledge that **Online Virtual Office Solutions** is not responsible for the loss of my data by *any* cause. If files have to be reentered for *any* reason and client requests so, client is responsible for payment.

I have seen the rate sheet and I agree to pay for all services rendered and understand that payment is expected when work is done. Account balances are subject to a \$5.00 re-billing charge per month. All accounts are subject to service charges, collections and attorney fees.



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Dianna Lambert-*Online Virtual Office Solutions*

Date

Client

Date