

CLIENT SERVICES PRICE LIST

C.E.O.'s professional staff will handle all of your secretarial, word processing and clerical needs. Our services offer you a personal touch combined with the latest in office technology, and you will only be charged for work produced.

SERVICE HOURS: 8:30 a.m. to 4:30 p.m. Monday to Friday

WORD PROCESSING: Charged in 15-minute increments (**\$28.00 per hour**)

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|-----------------------------|---------------------------|-----------|
| - Standard business letters | - Repetitive/form letters | - Memos |
| - Proposals | - Reports | - Resumes |
| - Database entry | - Term papers | |

The standard turn-around time is at least 4 hours. Within 4 hours +25% surcharge.
Immediate turn-around + 50% surcharge.
Charts/statistical information + 25% surcharge.
Laser printed paper - \$0.35 per page.

SECRETARIAL: Charged in 5 minute increments (**\$23.00 per hour** - i.e. 5 min. for secretarial time = \$1.92)

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| - Photocopying | - Expense reports | - Telemarketing |
| - Travel arrangements | - Punch binding | - Stuffing envelopes |

PHOTOCOPIES: **Black & White**
0 – 100 \$0.15 each 101 – 500 \$0.12 each 501 – 1000+ \$0.09 each

Colour (Any Size - Letter – Legal - Ledger)
\$0.55 each

SCANNING: Document Scanning \$5.00 for first page - \$0.50 for additional pages

FACSIMILE: Outgoing - \$0.80 per page **Monthly Fixed Fee (depending on volume)**
Incoming - \$0.65
Long distance charges will be billed separately.

LCD PROJECTOR Per Hour: \$15.00 Half Day: \$45.00 Full Day: \$65.00

METERED MAIL: Cost + 20% handling.

**LOCAL AND
OVERNIGHT COURIER:** Cost + 20% handling.

PRICES ARE SUBJECT TO CHANGE WITHOUT NOTICE

2010-08-31