



## **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)**

- |                             |                           |           |
|-----------------------------|---------------------------|-----------|
| - 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)

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

**PHOTOCOPIES:**

### **Black & White**

### **Colour**

0 – 100	\$0.20 each	<b>Letter &amp; Legal</b>	<b>11 x 17</b>
101 – 500	\$0.175 each	1 - 99 \$ .75 each	1 - 99 \$1.50 each
501 – 1000+	\$0.15 each	100 - 499 \$ .65 each	100 - 499 \$1.20 each

**SCANNING:** 1 page \$7.00, 2+ pages \$4.00 \$7.00/page, or 20 copies+, \$10.00 setup + \$.50/page

**FACSIMILE:** Outgoing - \$1.00 per page **Monthly Fixed Fee (depending on volume)**  
 Incoming - \$1.00 per page  
 Long distance charges will be billed separately.

**LCD PROJECTOR** Per hour: \$25.00 Half day: \$65.00 Full Day: \$95.00

**METERED MAIL:** Cost + 20% handling.

**LOCAL AND**

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

**PRICES ARE SUBJECT TO CHANGE WITHOUT NOTICE**