

**A to Z
At-a-Glance Pricelist**

Audio Typing£1.20 per recorded minute
Standard cassettes, audio CDs, DVDs

CD-ROM..... £4.00 including CD
Documents transferred to CD after typing

Copywriting Service£25.00 an hour
Composing text for websites, leaflets, newsletters etc.

Data Inputting£30 per 100 entries
In Microsoft Excel and Access

Database Creation & Management £40 per database
Setting up simple databases in Microsoft Access

Digital Transcription.....£1.00 per recorded minute
Sound files: WAV, MP3, WMA, DSS and most other formats

Document Conversion to PDF £5.00 per document

Formatting Documents.....£8 an hour
Changing layouts of pre-typed documents

Internet Research£18.00 an hour

Mailmerge Creation £20.00 per project

Ongoing Virtual Secretarial Support.....£80.00 per ten hours

PowerPoint Presentations
Slides only **£6 per slide**
Text, graphics, speaker notes and handouts**£10 an hour**

Printing
Black and White 25 pence per page
Colour..... 50 pence per page

Proofreading and Editing..... £10.00 per hour

Spreadsheets
Simple Set-up..... £30.00
Complex £10.00 an hour

Tables
Complex tables & forms £10.00 an hour

Typing £5 per 1000 words

Word Processing
Complex documents**£10.00 an hour**

Writing Service.....£25.00 an hour

**Please note: TIME CRITICAL TYPING PROJECTS (e.g. 24-48 HOUR
TURNAROUND) WILL INCUR A SURCHARGE. (10% FEE)**