

Rates & Charges

RATES & CHARGES UP TO AND INCLUDING 5th APRIL 2010

We charge a rate of £16.50 per hour for our labour which is charged to the exact minute, all prices given below are a guide only and a Service Specification (see under Terms & Conditions on this website) will be approved by both parties with a signed copy of the Terms & Conditions in advance to any work being carried out. Please ask for a quotation. We do not charge VAT.

Digital Transcription It takes approximately 5 hours typing to complete a 1 hour recording	1 hour recording (assuming a clear recording) and to include proof reading £82.50
Audio Transcription It takes approximately 5 hours typing to complete a 1 hour recording	As above using mini cassettes
Copy Typing 400 words per page	5 pages of text = £16.50 (assuming clear writing and no tables, charts etc) and not to include proofreading
Labels	£16.50 per hour
Proof reading	£16.50 per hour
Photocopying	Black & White = £0.20 Colour = £0.25 per page
White 80 gsm Xerox paper	Supplied free of charge for 1 copy of document, any further copies will be charged at £0.06 per sheet
*Conqueror 100 gsm Brilliant White	Per sheet = £0.15 Per envelope = £0.25
Report Binding	Please ask for a quotation
Copies of Documents to be put on CD supplied by Araminta Perham Secretarial Services	£1.50 per CD
Copies of documents to be put on client's USB stick	£1.00 per USB stick
Collection and Delivery of Work	The majority of work can be transferred between e-mail or post (recommend using Royal Mail Special Delivery). We do offer a free delivery and collection of work to those clients in the Haslemere, Fernhurst and Midhurst areas, to all other areas a charge of £0.45 per mile is charged.
Postage	Normal Royal Mail Rates including Special Delivery and Recorded
Couriers	We can arrange for a courier to pick up/deliver work, please ask for a quotation

*Please discuss if you would like other paper and envelopes to be supplied.

Payment

An invoice and timesheet is supplied on the completion of each task and we request that payment is made within 14 days of the date of the invoice. Payment can be made by cheque.