

RATE CARD

Our aim is for a simple, clear and visible charging structure.
There are two options:

PAY-AS-YOU-GO (HOURLY RATES)

£15 per hour: ADMINISTRATIVE and P.A. DUTIES

£20 per hour: MARKETING, MEDIA and RECRUITMENT

£45 per hour – I.T. SUPPORT

TIME PACKAGES (not including I.T. or RECRUITMENT)

PACKAGE	RETAINER	DISCOUNT
1	5 hrs	10%
2	10 hrs	15%
3	20 hrs	20%
4	30 hrs	25%

NB. Figures rounded to the nearest pound.

PLEASE NOTE

Day to day costs and normal admin usage will not be charged for. Bulk tasks requiring larger quantities of stationery (i.e. over 20 items) will incur extra costs which will be charged at discounted cost price and will be agreed with the client before the task is carried out. Travel = 40p per mile.

New clients requiring a time package option will be charged in advance of any work – please see the Terms and Conditions on our website for full details.

**Call for your introductory trial offer—one
hour free**



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