

Admin & Document Services

- Composing and replying to emails, taking enquiries and bookings **£1.00 per email or £1.50 per enquiry**.
- Making hotel and travel arrangements and train bookings **£15.00 per booking**.
- Diary management/making appointments **£30.00 per hour**.
- Handling paperwork and invoices – price dependant on application and type of document.
- Typing wide range of documentation, letters, emails, faxes, reports and minutes, training materials, handouts and manuals - **typesetting £10.00 per A4 page**.
- Making changes to existing documents - **£3.00 per A4 page**.
- Typing presentations in professional format - **£5.00 per page, Powerpoint presentations £10.00 per A4 page**.
- Typing CVs from scratch or revising existing CV. Help with Job Applications, **£10.00 per A4 page**.
- Manuscripts/thesis/dissertation/essay typing - **£10.00 per A4 page**.
- Word processing/copy typing/audio typing - **£15 per hour**.
- Spreadsheets, Databases and mailing lists - **£15 per hour**.
- Mail shots – **POA**.
- Proof reading - **£20 per hour**.
- Newsletter production – **POA**.
- Data entry/Input services - **£20 per hour**.
- Audio typing - we can prescribe your audio material into letters, memos, emails and reports, including Medical transcripts (using Express scribe). This is a system that can be used to type from dictation. If the client has Express dictation software, no foot pedals or machines are needed. - **£15 per hour**.

Please note: these prices are indicative only and may be subject to change depending on the requirements of the job. Please contact us for a quote stating your exact requirements.