

Service Rates January 1, 2011

SELF SERVICE	Rates*	SUPPORT SERVICES (10 minute minimum charge)	Rates*
Copy, Black & White	.07/page	Data Entry	\$35/hour
Copy, Color	.79/page	Desktop Publishing	\$35/hour
Fax, Incoming & Outgoing	.25/page	File Management	\$35/hour
Print, Black & White	.07/page	Meeting & Catering Arrangements/Travel Reservations	\$35/hour
Print, Color	.79/page	PowerPoint	\$35/hour
FULL SERVICE		Word Processing	\$35/hour
Binding (Includes admin time, front & back cover and spine)	5.00/comb only 6.00/comb & covers	Transcription	\$35/hour
Copy, Black & White	.15/page	Appointment Setting	\$35/hour
Copy, Color	.89/page	Other Support Services/Large Projects/Special Projects & Services	By Quote
Fax, Incoming & Outgoing	.25/page	**Larger Rush Projects requiring less than 4 hour turn around time	\$45/hour
Laminating	\$2.25/legal or letter	MEETING FACILITIES Includes Beverage Service	* Half Hour Minimum
Notary Public/ Witness Services	\$7.50/transaction	10 Person Conference Room *	\$18/half hour \$30/hour \$100/half day \$200/full Day
Print, Black & White	.15/page	12-15 Person Conference Room *	\$25/half hour \$40/hour \$150/half day \$300/full day
Print, Color	.89/page	Executive Suite *	18/half hour \$30/hour \$200/full day
Metered Mail (Includes post & delivery to post office nightly)	Cost + 10%	OTHER SERVICES	
Scanning	\$2.50/first pg., .50/ea. add. pg.	IT Support	By Quote
Fed Ex Shipping (Incl. any Fed Ex packaging supplies and waybill preparation)	10% off of List Price	Business Cards, Letterhead, & Marketing Materials Printing	By Quote
Shredding	\$5/banker box \$25/6 banker boxes	Web Design, Web Hosting, & Corporate Identity	By Quote
Discount Office Supplies	By Quote	LED Projector Rental	\$20/hour \$100/day

*All Rates Subject to Change