Bilbrey Business Services

Computer & Office Support Services

RATE STRUCTURE

Effective September 1, 2009

*HOURLY RATES

**Minimum billing is $7.50. Prices shown include careful proofreading. All work requested to be done evenings/weekends/holidays or needed in less than four hours will be billed at time and one half.*

Prices shown are based on work performed in my office. I will travel to your location if necessary. Mileage will be charged at a rate of .505/mile.

Basic word processing	$ 15.00/hr
Proofreading	$ 15.00/hr
Enhanced word processing	$ 20.00/hr
Database/Spreadsheet/Surveys	$ 15.00/hr
Web Site development	$ 25.00/hr
Desktop publishing *(layout of business cards, brochures, sale catalogs, newsletters, etc.)*	$ 25.00/hr
Poster/sale flyer *(average design cost)*	$ 30.00
*Business Cards *(one color/limited art work)* 100-$37.00; 250-$41.40; 500-$45.80; 1,000-$54.60 **(2nd Color-Add $20.00)*	
Graphic design *(logos/web banners/display ads)*	$ 25.00/hr
Consultation/training/tutoring	$ 25.00/hr
Bookkeeping/Payroll	$ 20.00/hr
Payroll Reporting	$ 10.00/mo
Billing/Invoicing	$ 20.00/hr

If you need an estimate on a project, contact me!

307.765.9319

bilbrey@bilbrey.net

RESUMÉS & CORRESPONDENCE

First resumé page *(includes review)*	$ 30.00
Each successive resumé page	$ 7.50
One page letter *(average)*	$ 7.50
Problem resolution research/letters	$ 20.00/hr

PERSONALIZED LETTERS

(Based on a minimum of thirty addresses)

Setting up a one-two page letter or other document for merge printing	$ 7.50
Database entry	.015/field
Keying each address from legible, organized copy *(average)*	.14
Laser printing each label	.03
Laser printing each envelope	.20
Laser printing each page *(white, colored or seasonal)*	.15

DUPLICATES & TRANSPARENCIES

Photocopies *(standard/legal/11" x 17")*		.10/.15/.20

(Please deduct .05 per copy if you provide your own paper. Add .05 per copy for colored or linen paper or for copying the second side. Add .20 per copy for cardstock)

Laser-transparency		$ 1.25
Laminating	(4¼" x 5½")	.50
	(8" x 10")	$ 1.10
Graphic Scanning/OCR		$ 5.00
Digital Photographs		$ 5.00

FAX SENDING SERVICES

Standard (8½" x 11") pages	.50/ea

(Please add 20% to all fax rates for legal-sized pages.)

GRAPHS, TABLES & FORMS

Graph or one-page table *(average for first draft)*	$ 12.50
Form design *(one-page form; average for first draft)*	$ 12.50

INTERNET/WEB SERVICES

Domain registration		$ 7.49/yr+
Web site design *(average cost is $250)*		$ 25.00/hr
Web site maintenance		$ 25.00/mo+
Web hosting		$ 3.99/mo+
WebSite Tonight (you edit!)		$ 4.99/mo+
Site Analytics		$ 1.49/mo
Search Engine Visibility (SEO & keyword optimization)		$ 19.99/yr $ 25.00/hr
Email addresses (w/ free Online File Folder)	*(1)* *(5)* *(10)*	.84/mo $ 1.67/mo $ 2.50/mo
Online File Folders	*(50MB)* *(1 GB)*	$ 4.99/yr $ 9.99/yr
Fax Thru Email	*(100 minutes)*	$ 9.95/mo
SSL Certificates		$ 29.99/yr
Dedicated servers		$ 89.00/mo+
Contact Manger (CRM)		$ 4.99/mo
Site Surveys (w/ CRM included)		$ 2.99/mo
Quick Blogcast		$ 2.99/mo
Online Shopping Carts		$ 9.99/mo
Internet research		$25.00/hr or $1.00/record
eBay item listings		40% commission
Facebook pages for groups		$25.00/hr