



2010 PRICE LIST
EFFECTIVE 01/2010

PER PROJECT COST:

WORD DOCUMENT: \$0.17 PER MINUTE
POWER POINT: \$0.25 PER MINUTE
EXCEL: \$0.33 PER MINUTE
PHONE CALLS: \$5.00 BASE + \$0.25 PER CALL
APPOINTMENT SETTING: \$1.50 PER APPOINTMENT
APPOINTMENT CONFIRMATION/CANCELLATION: \$0.50 PER CALL

(All other activities will need to be negotiated in advance of work performed.)

3 MONTH RETAINER:

\$75.00 1X RETAINER FEE
WORD DOCUMENT: \$0.16 PER MINUTE
POWER POINT: \$0.24 PER MINUTE
EXCEL: \$0.32 PER MINUTE
PHONE CALLS: \$4.00 BASE+\$0.24 PER CALL
APPOINTMENT SETTING: \$1.25 PER APPOINTMENT
APPOINTMENT CONFIRMATION/CANCELLATION: \$0.40 PER CALL

(All other activities will need to be negotiated in advance of work performed.)

6 MONTH RETAINER:

\$75.00 1X RETAINER FEE
WORD DOCUMENT: \$0.15 PER MINUTE
POWER POINT: \$0.23 PER MINUTE
EXCEL: \$0.32 PER MINUTE
PHONE CALLS: \$3.00 BASE + \$0.24 PER CALL
APPOINTMENT SETTING: \$1.00 PER APPOINTMENT
APPOINTMENT CONFIRMATION/CANCELLATION: \$0.40 PER CALL

(All other activities will be negotiated in advance of work performed.)

****Please note ****

There is no minimum hourly requirement for per-project pricing.

To receive the 3 month pricing you will need to purchase a minimum of 10 hours per month.

In order to receive the 6 month pricing you will need to purchase a minimum of 20 hours per month.

You will be billed at the beginning of every month for the hours. (10 OR 20)

Any remaining hours at the end of the contract period will either be refunded or used at a regular per project rate.