

# officeoracle

## Price List

### Secretarial & Administrative Services

|  |   |
|--|---|
| Audio-typing   | £15.00 per hour   |
| Word processing  | £15.00 per hour   |
| PowerPoint Presentation                                      | £2.50 - £5.00 per slide   |
| Mail Merge set-up  | £15 per project   |
| Mail Merge Letter (client provides cost for postage upfront) | £0.40 per letter (includes printing, folding, stuffing, sealing, stamping & posting - does not include postage) |
| Address Labels   | £1.50 per sheet   |
| Forms/Table (design & layout)                                | £5.00 per page/table  |

### Desk Top Publishing & Print Management

|                     |                 |
|---------------------|-----------------|
| Desk Top Publishing | £18.00 per hour |
| Newsletter          | £20.00 per page |

### Project Management

|                    |                 |
|--------------------|-----------------|
| Project Management | £15.00 per hour |
|--------------------|-----------------|

### Research/Fact Finding

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|-------------------------|-----------------|
| Research & Fact Finding | £15.00 per hour |
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### Event Coordination

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|--------------------|-----------------|
| Event Coordination | £15.00 per hour |
|--------------------|-----------------|

### Database Administration

|                         |                 |
|-------------------------|-----------------|
| Data Entry              | £15.50 per hour |
| Database design         | £18.00 per hour |
| Database Administration | £15.00 per hour |

### Copy-editing and Proofreading

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|-----------------------------|-----------------|
| Copy-editing & Proofreading | £17.00 per hour |
|-----------------------------|-----------------|

### Financial Administration

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|--|---|
| General Financial Administration           | £15.00 per hour                                     |
| Single A4 Sheet Invoice/Estimate/Quotation | £5.00 per item (includes copy for client's records) |

### Training

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|----------------------|------------------|
| Bespoke ICT training | £50 per half day |
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