

Prices

From my experience, I appreciate that no two pieces of work are ever the same and my aim is to be flexible.

There is a minimum 1 hour charge and thereafter time is charged by the minute, giving you flexibility at the fraction of the cost of employing a permanent secretary. This is charged for such pieces of work as general typing, mailshots, project management etc. For items that are on-going e.g. call answering, emails, diary management etc, the terms for these services are negotiable.

All costs including postage, delivery services, stationery or special supplies, telephone calls, petrol etc will be charged at cost. For local work, I will happily deliver or collect documentation (petrol costs to be determined as to frequency of trips).

Terms:

- Turnaround to be discussed and agreed prior to commencement
- A signed acceptance detailing the estimate (time / cost), payment terms and scope of work to be undertaken is required before commencement
- 25% deposit is required prior to starting the work, balance to be settled upon completion
- Minimum 1 hour charge
- Work to be received by either post, email, fax, CD-Rom, hard copy - if local, it can be collected from you
- All documentation will be scanned using up to date Norton Anti-Virus which is constantly updated, however no guarantee can be given. It is recommended that all clients have their own Virus protection.

Although I take huge pride in ensuring my work is 100% accurate, it is recommended that the client does a review of the finished documentation and any mistakes will be rectified in line with agreed scope.

Why not give me a call or send me an email so we can discuss your requirements. If your business is near Dunmow, I would be happy to come along and meet you to discuss this further.