



Deb's Professional Services

www.debsprofessionalservices.com

-- Don't Let Precious Time Slip Away

Rate Strategy –

Designed with YOUR business in mind

Effective– October 31, 2012

All rates are individually negotiated, therefore it is difficult to give you an idea of my rates unless I know what services you may elect to take advantage of -- as of course it may be difficult for you to consider services not knowing if they are within your accepted price range/budget.

We could not walk up to the store manager at Macy's and say

“OK, how much do you charge?”

Rates are determined on Project or Retainer basis.

The most important aspect of establishing your cost

– is an understanding of your needs and expectations.

1. I need to glean information from YOU before I can even begin to understand your needs, goals and challenges; and then...
2. I devise support plan recommendations for your business. (no charge)
3. We then work together to develop your Personalized Business Support Plan. (no charge)
4. NOTE: Your Personalized Business Support Plan is FLUID, just like your business. It can easily be changed to reflect YOUR evolving needs.

Professional Services with that Personal Touch!

www.debsprofessionalservices.com

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FAX - 800-604-0213

I do NOT charge an hourly rate.

Deb's Professional Services' rates are based on services provided to you,

NOT the time it takes to accomplish them.

If you need “X” done within a certain time frame, focus and payment is centered around you getting what you need, when you need it – NOT on how much time it takes me to do it.

Time only becomes a factor – when you want something done in a faster than “normal” (as previously established by us) turn- around time.

PROJECT Basis

A project may be as small as a one-time document to a large on-going project.

Focus is on output. What do you want accomplished each month/week (or what will be YOUR measure of achievement)?

If your task has a clear beginning and end to it, it is quoted on a project basis, with a flat fee or fee range for the project or for individual parts of the project. If the work is large, ongoing, it can be broken up (i.e. into a monthly/quarterly fee or Retainer Basis.

Transcription - PAM

I focus on KISS Transcription ([follow this link](#)) – All transcription is charged per audio minute (PAM). That means if you dictate for 10 minutes, you get charged PAM Rate x10 NOT for the hour or more that may be spent working on it. This is more cost-effective for you PLUS you know how much your transcription is going to cost up front.

GRANT work

while usually considered a PROJECT

– is handled differently.

There is a flat payment per GRANT project as a small deposit PLUS you will be billed for any expenses that may be incurred along the way.

My administrative fees are then based on a percentage of the grant RECEIVED.

Whenever possible I try to cover administrative costs via that grant; in that case the deposit is deducted.

Some prefer to keep GRANT work on a continuing basis and therefore as part of the Retainer Packages. This is my preference as well.

RETAINER Basis

- Monthly Retainer Packages (month to month)
- Larger discounts for quarterly, semi-annual, annual payments.
- This is commonly chosen for Administrative Support Services & Healthcare Coordination and Support

It is an assurance that I set aside my time and resources to be available to perform specified tasks.

You set forth a list of tasks, assignments for me to accomplish every week, month, etc.

Pricing revolves around:

- Which tasks you choose
- Focus you want on each task, and
- How often you want each task performed

I would estimate your costs at the beginning for you. (*I try to over-estimate rather than to come up short and bill you more later*). This is the BASE used to begin our rate strategy and we will work together from there.

Once we have agreed on this -- you know exactly what it will cost you -- and *it is flexible*, can change at the next pricing interval i.e. if we agree perhaps a plan is not suitable -- *we change the plan together because the plan -- like life and like your business - is fluid/flowing.*

*** * * *The more tasks you choose,***

-- the bigger break you will get.

(Choosing only 1 task once per week will not be as cost-effective as choosing 4 tasks, 5 days per week).

Paying monthly will not be as cost effective as quarterly, and the biggest break would be annual pre-payment.

My aspiration is to-build a solid, ongoing professional & personal relationship.

-- How much \$\$ will it cost YOU?

What I CAN tell you is the minimum monthly investment any client would need to make in order to reserve have my ongoing monthly support (Monthly Retainer) is \$100.00 per month.

An example of that may be to choose one small task to be done every week or perhaps you have 4 small tasks that need to be done once a month.

If then you are scheduled for \$100/mo. and want to prepay annual – would be \$1,000 (thereby getting equivalent of 2 months free.)

How much is YOUR time & frustration worth?

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Some of Your Perks

- Frees your valuable time enabling you to utilize it in developing your business, or having more personal, family, leisure time
- All advantages of your own personal assistant
- You pay only for services provided.
- You do NOT have to pay employee benefits (health insurance, unemployment benefits, sick days, holidays, overtime, breaks, socializing), provide office equipment, utilities, parking, pay employee taxes, etc.
- Our services are tax deductible as a 1099 subcontractor expense.
- FREE Fax services to all clients
- Decreases your stress, freeing your imagination and thought processes -- lets those creative juices flow...
- ONE Contact -- Build a business relationship thereby increasing knowledge and involvement with your business.
- As a business owner (rather than an employee) -- not only my integrity and reputation, but the ability of Deb's Professional Services to exist is dependent on the quality of services I provide.

What Tasks Do YOU Need Help With?

If you do not find a service/task you need –let me know. Not everything is listed and I am always willing to learn a new skill.

As your CONCIERGE I will be glad to find someone to assist you

The services you receive will be custom-fit

-- to meet YOUR needs.

Payments and Terms Are Individualized

General Procedure:

- We will enter into a mutually agreed upon contract/agreement prior to commencement of work (this can be a formal contract or informal email spelling out the conditions.)
- Initial payment (welcome payment) of \$25 will be paid prior to commencement of work. That payment will be deducted from the invoice.
- Retainer packages require full payment prior to start of work (monthly, quarterly, semi-annually or annually). Retainer clients are billed on the 23rd of every month for the following work period. (monthly, quarterly, semi-annually or annually)
- Clients are invoiced and make payment through PayPal.
- Invoices are due upon receipt. Payment must be received within three (3) business days of the date of the invoice.
- Final proofreading of all documents is the client's responsibility. ERRORS - if they are OURS will be rectified free of charge. -- You must notify us A.S.A.P.
- Although precautions are taken to prevent system failure; it cannot be held liable for any loss whatsoever due to computer, power, or telephone failure.

PAYMENT FOR SERVICES

on "CONTACT US" Page

via PayPal [--](#)

[follow this link](#)