

This was copied from the website on Dec 23, 2012 – just prior to CHANGING the website content.

Use this for reference, figuring, and informational communication.

Begins on next page.

Deb's Professional Services' 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 my rates for your work – 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.

I do NOT charge an hourly rate.

Deb's Professional Services' rates are based on services provided to you, NOT the time it takes me 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 – if 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.

GRANT work while usually considered a **PROJECT** – is handled differently.

There is a flat payment per GRANT project as a 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.*

RETAINER Basis

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

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).

I would have no idea how much effort you would expect for certain tasks, but will try to give you an **example**

(Example 1) of possible Monthly Retainer Packages:

you want to delegate to your Virtual Assistant.

i.e. Accounts receivable or Billing –1) figuring time etc. 2) sending out hard copy and/ or email statements 3) follow-ups

2) What kind of focus do you want on each task?

i.e. up to 100 clients/accounts per month

3) Choose how often you want that task performed i.e. _____ x day for _____ days a week etc. -- I go by your parameters.

In this case I would suggest time to be spent each week therefore spreading it out over the month

Example 1:

--**Your cost \$100/month** to be paid in advance (can set up with smaller payments)

If your rate is \$100/mo & you pay in advance for **ANNUAL** you would pay **\$1,000** (saving \$200)

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.

Example 2 -- Monthly totals -- Weekly tasks x4 or a monthly/biweekly task : would probably be \$250/month

1. Accounts Receivable/Billing (as in Example1)
2. Document Preparation (to 25 pages per month)
3. Email Management (up to 50/wk – totaling no more than 200 during mo)
4. Voice Mail Management (up to 50/wk – totaling no more than 200 during mo)

Example 3 -- Daily tasks x5 days: would probably be \$250/wk

1. Email Management (up to 50 per day for 5 days/wk)
2. Voice Mail Management (up to 50 per day for 5 days/wk)

3. Accounts Receivable/Billing (as in Example 1)
4. Document Preparation (up to 25 pages per day for 5 days/wk)

My aspiration is to-build a solid ongoing business 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 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?

-- Don't Let Precious Time Slip Away

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.

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NEW??

See our WELCOME BASKET IDEAS

- separate page

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What do I normally base my pricing on?

I will take a stab at some of the services you may be interested as a beginning point of discussion.

I am including basic information for:

- Simple Transcription
- Editing & Proofreading
- Basic Copy Editing
- Administrative Assisting

TRANSCRIPTION -- \$1.00 per audio minute

- One person dictating
- Easy to understand i.e. clear tape/language
- Includes Legal and Healthcare Specialties.

- Proofreading/editing of my transcribed work would of course be included in that price and be done before presented to you for review.

Reworking transcribed materials(not due to my own error) would be charged dependent on how they are addressed i.e. if you add more transcription, pages typed, etc.

EDITING & PROOFREADING –

- NOT editing of video or audio materials
- No submissionfee
- Proofreading encompasses correcting spelling, punctuation and basic grammar.

Rates --

- \$3.50 per page
- \$300.00 per 100 pages

For example:

75 page manuscript/document – $75 \times 3.50 = 262.50$ (I round down to \$260.00)

150 page --\$300 plus 50×3.50 (175.00) = \$475.00

300 page -- \$750.00

BASIC COPY EDITING

- Remedies poor word choices, awkward sentencng and excessive repetition.
- Clarifies language, phrasing, style and syntax.

Rates for Initial copy editing services fee is

- \$5.00 per page
- \$400.00 per 100 pages

For example

75 page manuscript/document – $75 \times 5 = 262.50$ (I round down to \$375.00)

150 page --\$400 plus $50 \times 5 (250.00) = \$650.00$

300 page -- \$1,000

Proofreading/Copy Editing COMBINATION

Rates for Initial copy editing services fee is

- \$7.50 per page
- \$600.00 per 100 pages

For example

:75 page manuscript/document – $75 \times 7.50 = 562.50$ (I round down to \$550.00)

150 page --\$600 plus $50 \times 7.50 (375.00) = \975.00

300 page -- \$1500.00

ADMINISTRATIVE ASSISTING / ADMINISTRATIVE SUPPORT

Think of *Deb's Professional Services* as your private Administrative Assistant, Secretary Receptionist – whatever it is YOU need.

- *examples are listed below*
- For ideas how Deb's Professional Services can assist you – Review my synopsis of education and experience – these are **some** of the tasks I am experienced with
- Refer to services listed in Welcome and below

Choose what tasks YOU may 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. I will be glad to find someone to assist you

The services you receive will be custom-fit to meet YOUR needs.

Administrative Services

- Scheduling/Appointments/Calendar
- Voice Mail Retrieval and Management
- Mailings & Labels
- Email Management
- Business Correspondence (Letters, Memos, Emails, etc.)
- Data Entry
- Typing Projects
- Mail-Merge
- Billing
- Accounts Payable/Receivable
- Form Creation
- Spreadsheets (Create and Updating)
- Travel arrangements
- Conference Registration
- Send Out Cards

Human Resources

- Post advertisements
- Research
- Interview Scheduling
- Employment Verification
- Reference Checks
- Applicant Correspondence

Payments and Terms Are Also Individualized

Following is the general foundation.

- 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. Any errors notified within seven days of contract completion will be rectified free of charge.

Although precautions are taken to prevent system failure; it cannot be held liable for any loss whatsoever due to computer, power, or telephone failure.