

# Davidson Administrative Services

"Helping Individuals Needing General Assistance"

## Budgeting & Invoicing

Package	Features
Budget	<ul style="list-style-type: none"><li>• Cost: <b>\$50</b></li><li>• Electronic and hard copy of your customized budget</li><li>• Personal assistance with understanding online bill pay and automatic payments</li></ul>
Invoices	<ul style="list-style-type: none"><li>• Cost: <b>\$5</b> (for the first invoice)</li><li>• Cost: <b>\$1</b> (for each additional invoice)</li><li>• Emailed, faxed, or sent to recipient via USPS first class domestic mail (add <b>\$1</b> for delivery confirmation services)</li><li>• You receive an electronic and/or hard copy for your records</li><li>• We keep a copy of the invoice on file and if requested, we can provide you with a statement at the end of the year for your tax records</li></ul>
Custom	<ul style="list-style-type: none"><li>• We can work with you on a per hour basis as well for <b>\$15/hr.</b> <a href="#">Contact us</a> for more details.</li></ul>

## Clerical & Data Entry

Package	Features
Basic	<ul style="list-style-type: none"><li>• Cost: <b>\$15</b></li><li>• 0-500 words typed</li><li>• Basic formatting including spellcheck</li><li>• Basic proof-reading and minor error correction</li></ul>
Deluxe	<ul style="list-style-type: none"><li>• Cost: <b>\$30</b></li><li>• Basic formatting including spellcheck and aesthetic fixes</li><li>• Basic proof-reading and minor error correction</li></ul>
Premium	<ul style="list-style-type: none"><li>• Cost: <b>\$45</b></li><li>• 1,001-3,000 words typed</li><li>• Basic formatting including spellcheck</li><li>• Basic proof-reading and minor error correction</li></ul>
Custom	<ul style="list-style-type: none"><li>• If you have a specific request that is outside the scope of simply typing a straight-forward document please contact us for a quote. Or, if you'd like for us to work on a per hour basis (<b>\$15/hr.</b>) we can do so too! Simply <a href="#">contact us</a>.</li></ul>
Add-ons	<ul style="list-style-type: none"><li>• Aesthetic fixes (<b>\$5</b>)</li><li>• Works Cited or Bibliography page (<b>\$15</b>)</li><li>• Moderate to major proof-reading and editing (<b>\$20</b>)</li><li>• Full add-ons (<b>\$35</b>)</li></ul>

## Web Services

Package	Features
Basic	<ul style="list-style-type: none"><li>• Cost: <b>\$100</b>   <a href="#">Buy Now</a></li><li>• Obtain available domain name of your choice for 1 year</li><li>• Create a basic 1 to 3 page WordPress or Blogger website</li><li>• Website administration and maintenance (up to 5 hours per year)</li><li>• Web hosting (if required)</li></ul>
Deluxe	<ul style="list-style-type: none"><li>• Cost: <b>\$250</b>   <a href="#">Buy Now</a></li><li>• Obtain available domain name of your choice for 1 or 2 years</li><li>• Create basic 1 to 5 page WordPress or Blogger website</li><li>• Website administration and maintenance (up to 10 hours per year)</li><li>• Web hosting (if required)</li></ul>
Premium	<ul style="list-style-type: none"><li>• Cost: <b>\$450</b>   <a href="#">Buy Now</a></li><li>• Obtain available domain name of your choice for 1 or 2 years</li><li>• Website administration and maintenance (up to 15 hours per year)</li><li>• Web hosting (if required)</li></ul>
Includes:	<p>There's no need to worry about your website. We take care of the basic maintenance and administration and if there's a problem we'll be there to fix it. All packages include our guarantee that if there is a problem, we'll fix it! You retain the ownership of all the content if you decide to take your website elsewhere and we'll provide you with the necessary information in order for you to take your domain with you as well. No hassels. If you ever have a problem you can call or email us and we'll provide you with a response that very day!</p>

### Terms and Conditions

All major credit cards are accepted. Upon receipt of payment you will be contacted within within 1 business day in order to discuss the specifics of your order. During that time you may [email](#) or fax (706.383.7727) the necessary documents or additional comments or questions that you may have.

Once we have spoken or corresponded with you via email you will receive your order in the specified format (if applicable) within 48 hours (unless otherwise stated). All content is expressly created for you, the customer, and upon payment and receipt of the order ownership belongs to you. If you are dissatisfied with your order or the service you received please let us know within 24 hours or receipt.