

## PRICE LIST

2012

(Effective 1<sup>st</sup> March 2012)

Audio Typing (Standard or Mini Cassette or Digital download)	£1.20 per audio minute single speaker £1.30 per audio minute 2/3 speakers £1.40 per audio minute multiple speakers
Business/Personal Administration Event Management Excel spreadsheets Executive Assistant Newsletters Office Management Personal Assistant Secretarial services Telephony services Word processing	£20.00 per hour
Call Minding	No slots available at present – referral available
Faxing	£1.00 per fax - 1 <sup>st</sup> page (50p per each subsequent page)
Laminating – up to A4 size	£1.00 each
Mail-shots	Price on request (All consumables charged at cost price)
Minute Taking	£25.00 per hour
Photocopying (non colour)	A4 – 10 pence per copy A3 – 15 pence per copy
Printing (From disc or previously created work)	0.15 pence per page - Standard 0.25 pence per page - Colour 0.20 pence per page – on coloured paper
Power Point Presentation	£6.00 per slide
Scanning  (scan material and save to disc, CD, DVD)	0.50 per scan  £1.50 for Disc £3.00 for CD/DVD

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**RETAINED PACKAGES**

If you would like to retain the services of **VPA-NI** for a defined period you may be interested in selecting one of the following available '**Retained Packages**'

Alternatively, if you wish to have an individual package tailored specifically to meet your business requirements please contact Heather on 07796 570850 for further information.

<b>GOLD PACKAGE</b>	<b>30 hours per month = £555.00</b>
<b>SILVER PACKAGE</b>	<b>20 hours per month = £380.00</b>
<b>BRONZE PACKAGE</b>	<b>10 hours per month = £195.00</b>
<b>DAILY PACKAGE</b>	<b>7 hours = £140.00</b>

**There is no minimum sign-up period. Once the 'package' has been used you are free to select any of our services on a "Pay-As-You-Need' basis or you can request another 'package' - whichever suits you.**