

BILBREY BUSINESS SERVICES

Computer & Office Support Services

RATE STRUCTURE

Effective January 1, 2012

*HOURLY RATES

**Minimum billing is \$7.50. Prices shown include careful proofreading. All work requested to be done evenings/weekends/holidays or needed in less than four hours will be billed at time and one half.*

Prices shown are based on work performed in my office. I will travel to your location if necessary. Mileage will be charged at a rate of .55/mile.

Basic word processing	\$ 23.00/hr
Proofreading	\$ 23.00/hr
Enhanced word processing	\$ 30.00/hr
Database/Spreadsheet/Surveys	\$ 25.00/hr
Web Site development	\$ 25.00/hr
Desktop publishing <i>(layout of business cards, brochures, sale catalogs, newsletters, etc.)</i>	\$ 25.00/hr
Poster/sale flyer <i>(average design cost)</i>	\$ 30.00
<i>*Business Cards (one color/limited art work) 100-\$37.00; 250-\$41.40; 500-\$45.80; 1,000-\$54.60 *(2nd Color-Add \$20.00)</i>	
Graphic design <i>(logos/web banners/display ads)</i>	\$ 25.00/hr
Consultation/training/tutoring	\$ 25.00/hr
Bookkeeping/Payroll	\$ 25.00/hr
Payroll Reporting	\$ 15.00/mo
Billing/Invoicing	\$ 23.00/hr

If you need an estimate on a project, contact me!

307.765.9319

bilbrey@bilbrey.net

RESUMES & CORRESPONDENCE

First resumé page <i>(includes review)</i>	\$ 30.00
Each successive resumé page	\$ 7.50
One page letter <i>(average)</i>	\$ 7.50
Problem resolution research/letters	\$ 25.00/hr

PERSONALIZED LETTERS

(Based on a minimum of thirty addresses)

Setting up a one-page letter or other document for merge printing	\$ 7.50
Database entry	.015/field
Keying each address from legible, organized copy <i>(average)</i>	.15
Laser printing each label	.05
Laser printing each envelope	.25
Laser printing each page <i>(white, colored or seasonal)</i>	.50

DUPLICATES & TRANSPARENCIES

Photocopies <i>(standard/legal)</i>	.50/.75
<i>(Please deduct .25 per copy if you provide your own paper. Add .25 per copy for cardstock, colored, or linen paper, or for copying the second side.)</i>	
Laser-transparency	\$ 1.25
Laminating (4¼" x 5½")	1.00
(8" x 10")	\$ 1.50
Graphic Scanning/OCR	\$ 5.00
Digital Photographs	\$ 2.50

FAX SENDING SERVICES

Standard (8½" x 11") pages	.50/ea
<i>(Please add 20% to all fax rates for legal-sized pages.)</i>	

GRAPHS, TABLES & FORMS

Graph or one-page table <i>(average for first draft)</i>	\$ 25.00
Form design <i>(one-page form; average for first draft)</i>	\$ 12.50

INTERNET/WEB SERVICES

*Domain registration	\$ 7.49/yr+
Web site design <i>(average cost is \$250)</i>	\$ 25.00/hr
Web site maintenance	\$ 25.00/mo+
*Web hosting	\$ 3.99/mo+
*WebSite Tonight (you edit!)	\$ 4.99/mo+
*Site Analytics	\$ 2.99/mo
*Search Engine Visibility <i>(SEO & keyword optimization)</i>	\$ 29.95/yr \$ 25.00/yr
*Email addresses	(1) .84/mo (5) \$ 1.67/mo (10) \$ 2.50/mo
*Online File Folders	(10GB) \$ 1.67/mo (100 GB) \$ 2.50/mo
*Fax Thru Email	\$ 9.95/mo
Express Email Marketing	\$ 7.99/mo+
*SSL Certificates	\$ 29.99/yr
*Dedicated servers	\$ 69.99/mo+
*Quick Blogcast	\$ 3.99/mo
*Online Shopping Carts	\$ 9.99/mo
Internet research	\$ 25.00/hr or \$1.00/record
eBay item listings	40% commission
Facebook pages	\$ 25.00/hr
<i>*20% markup applies if payment on record is that of Bilbrey Business Services.</i>	

