

YOUR VIRTUAL PA SERVICES

Your satisfaction is my business success strategy

MY RATES

I operate in Staffordshire UK and the following rates are for UK customers only. Outside the UK please contact me for a quote.

Prices and charges: I appreciate my prices are lower than many of my competitors. This is no reflection on my capability or competence; I am looking to build long-term relationships with the businesses I work with. The introductory offer provides you the opportunity to become acquainted with my work/value to your company.

INTRODUCTORY OFFER:

Initial meeting: - No charge - Mileage would only be charged if more than 40 mile (round trip) from my address - WS11 9NT.

Purpose of initial meeting: For us to become acquainted, discuss your needs and decide on the best way forward.

Introductory charge: To assess my service / expertise the **first 8 hours is £15.00 per hour.** Where I am required to work at your office, mileage would also be charged.

All time worked is recorded on a time sheet which is attached to my invoice. Only hours actually worked will be charged.

The introductory offer is applicable to the company, not the person or persons within that company. The offer does not include another company or companies owned or operated by this organisation where the introductory offer has already been given.

We can either have an open agreement, you contact me as and when you need work completed or, you can purchase a number of hours for a given week/month/period.

RETENTION OF SERVICES AFTER INTRODUCTORY OFFER IS COMPLETED:

My standard hourly charge: Dependant on the type of work/package my usual charge ranges from **£17.50 to £19.00 per hour.** Where you retain my services (after the introductory offer) on a set hour per week/per month basis, this will attract a lower rate hourly charge.

Where and when required, I can work (or attend meetings) at your office location. Mileage costs would be applicable.

Postage, printing and other charges: Postage - at cost of stamps used. Black and white printing - charged at 10 pence per side. Colour prints at 20 pence per side. Mobile or 01, 02, 03 landline calls charged at 10 pence per call. Other numbers 0844 - 0845 will be charged as per the cost for the duration of the call if over 10 pence. Envelopes - at cost price.

Increasing or decreasing hours: The hours you require will be set by you and you can increase or decrease as our need arises.

Set up Fees: None

Barbara Johnstone

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or barbara@yourvirtualpaservices.co.uk

Web: www.yourvirtualpaservices.co.uk

Tel: 01543 271 830 Mobile: 0757 980 8990

Cancellation: Should you wish to stop using my services; this can be done by giving notice in line with my terms and conditions.

Working Hours: - Monday to Friday 9 am to 5 pm. I do not usually work weekends. However, should there be a rush project, I would put in this extra time. Weekend work will carry an increase in my hourly rate.

Invoices: Invoices and time sheets will be emailed directly to you (or the appropriate person) on a monthly basis or at the completion of the work (whichever is the sooner). Payment is required within 30 days. More information is contained in the terms and conditions. No VAT is applicable.

Thank you for your time.

Very best wishes

Barbara Johnstone
Your Virtual PA Services

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