

Price List

- Typing:** *Typing ~*
Hourly rate..... \$60.00
- Typing:** *Large typing jobs (word count) ~*
Per 1,000 words.....\$50.00
- Transcription:** *Ask us for a quote*
- Database Maintenance/Creation:** *Ask us for a quote*
- Bulk Mailout:** *Includes envelope, labeling, inserting, bulk post—Ask us for a quote*
- Laminating:** A4 \$5.00
A3 \$8.00
- Printing labels:** *per sheet, from..... \$5.00*
- Scanning:** *Depending on Quantity - from 50c per page*
Save to USB or email —\$5.00
- E-mail: Sending and receiving**
- Resumes:**from \$180.00
- Application Letters:**from \$60.00
- Selection Criteria:**from \$60.00
- Online Application:**from \$25.00
- Other Services Include**
Telephone Answering
Faxing
Emailing
Binding
Formatting Documents and Presentations
Please ask us for a quote for any administration service you are after!



Printing & Copying



Quality Black & White Digital Laser Printing & Copying

Black text on White 80gsm Paper

		Single Sided	Double Sided
A4	1-19.....	30¢	37¢
A4	20-49.....	25¢	32¢
A4	50-74.....	20¢	27¢
A4	75-99.....	15¢	22¢
A4	100-500.....	10¢	17¢
A4	501-1000.....	9¢	16¢
A4	1001-2000.....	8¢	15¢
A4	2001+	7¢	14¢
A3	1-19.....	35¢	44¢
A3	20-49.....	30¢	39¢
A3	50-99.....	25¢	34¢
A3	100+	20¢	29¢

Other Paper Prices (add to copy cost)

Coloured Paper	5¢
100gsm	5¢
120gsm—160gsm	10¢
200gsm	25¢
Marble/Parchment.....	15¢
Labels	\$3.00

We can also print on your paper

EXTRAS

Stapes / Folding / Hole Punching
 All available & Free during printing
 Cutting also available

Admin Fee —
 For all printing/copying + \$5.00

****ALL PRICES INCLUDE GST****

Quality Digital Laser Colour Copying and Printing

FULL COLOUR—ASK FOR A QUOTE
WE WILL MATCH MOST PRICES

Colour Copy/Print on White 80gsm Paper

		S/S	D/S
A4	1-19.....	\$1.50	\$2.50
A4	20-49.....	\$1.30	\$1.80
A4	50-99.....	\$1.00	\$1.50
A4	100+.....	80¢	\$1.30
A3	1-19.....	\$2.00	\$3.00
A3	20-49.....	\$1.50	\$2.50
A3	50-99.....	\$1.30	\$2.00
A3	100+.....	\$1.00	\$2.00

Adjustments will be charged at hourly rate including:

- Remove & replace staples and binding
- Remove & replace pages from folders
- Changes to text of file updates

Minimum charge—\$8.00

- Set up & design charged at hourly rate
- Minimum Charge - \$25.00

Payment for all work is due upon completion

PLASTIC SPIRAL BINDING

6mm.....	\$5.00
8mm.....	\$5.00
9mm.....	\$5.50
12.5mm.....	\$6.50
16mm.....	\$7.00
20mm.....	\$10.00
25mm.....	\$12.50
40mm.....	\$15.00

Includes clear cover, black back & black spine

Our Services

Prompt, professional and reliable

Highly experienced staff.

All work is strictly confidential

*Your One Stop Shop for
all your business and
personal needs!*



- ☑ Typing
- ☑ Printing and Copying
- ☑ Resumes, Job Applications, Selection Criteria/Online
- ☑ Telephone Answering
- ☑ Newsletters and Flyers
- ☑ Marketing & Advertising material
- ☑ Business Cards / Letterheads
- ☑ Funeral Service Booklets, Cards or Bookmarks
- ☑ Wedding Service Booklets, Invitations, Thank you cards
- ☑ Invitations and Cards
- ☑ Menus
- ☑ Binding and Laminating
- ☑ Mailouts, Faxing, Emailing
- ☑ Database Management
- ☑ JP Service Available
- ☑ And Much More ...

Your Resume

- ↪ Professional resumes
- ↪ Online Applications
- ↪ Application letters:



- ☑ Selection Criteria
- ☑ Tailored application letters
- ☑ Online applications

**Professionally presented with
our interview techniques
document.**

Printing & Copying Colour / Black & White

- ☑ High quality prints
- ☑ Print from USB, Email or hard copy
- ☑ Booklets, Collating
- ☑ Folding & Stapling
- ☑ Hole-punching
- ☑ High quality scanning
- ☑ Conversion of any document to Word, Excel, PDF, JPEG or HTML files



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*Your Trusted &
Professional*

VIRTUAL OFFICE ASSISTANT



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