

## **RATES & CHARGES**

Minimum booking will be 1 hour.

### On Site Rates:

Monday to Friday; hours between 08:00 & 18:00 - £14.50 per hour

Hours outside those above - £17.50 per hour

Saturday; available only between 08:00 to 18:00 - £18.50 per hour

Sunday; available only between 10:00 & 16:00 - £21.50 per hour

After the first 2 hours worked I will charge in increments of 30 minutes.

### Virtual Assistant Rates:

If you wish to engage my services as a virtual assistant working from home then the above rates will be reduced by £1.50 per hour and of course there will be no travel costs.

After the first hour worked I will charge in increments of 15 minutes.

### Travel Costs:

For bookings of 4 hours or more then travel for up to 30-miles from Post Code PE33 9RH will be included free of charge in the hourly rate. For bookings of less than 4 hours then a small charge to cover travel costs may be applicable (for locations within 30 miles of PE33 9RH).

I can attend your premises if it is more than 30 miles away but it would need to be for a full days booking and additional travel costs may apply.

Please contact me for me detailed pricing.

Any additional costs which I incur whilst carrying out the assignment will be chargeable at cost + 5%. For example; stationery, postage, telephone, fax etc. Detailed pricing available on request.