



Admin People
Reliable.Efficient.Affordable

Rates

Investing in our services ensures you receive high quality, professional administration assistance, providing you with a reliable and efficient service, someone you can trust, a wide knowledge and skill base, and 100% guaranteed work – if we make a mistake we fix it at our cost.

Rates

Our costs are dependent on the task you require us to undertake, the complexity, and the hourly appropriate rate. Task complexity is defined under either Level A or Level B. Please contact us to discuss your needs and obtain a quotation.

Examples:

Task	Level A	Level B
Document Creation		✓
Copy Typing	✓	
Data Entry	✓	
Mailing Services	✓	
Spreadsheets (Excel)		✓
Power Point presentations		✓
Resume writing / formatting	✓	
Research paper typing / formatting	✓	
Fax Services	✓	
Training / Event planning		✓

Pricing (per hour)	1 hour	5 hours	10 hours
Level A tasks	\$35	\$30	\$25
Level B tasks	\$40	\$35	\$30

Audio Typing / Transcription

Transcription rates start at \$2.00 per audio minute (it must be clear, one speaker). Rates will vary depending on clarity and number of speakers. Additional costs will apply if additional services required. Please contact us to discuss your needs and to obtain a quotation.

On-site Services

Please contact us to discuss your needs and to obtain a quotation.

Prices

Admin People Pty Ltd reserves the right to change service prices and will endeavour to provide notice to current clients of any changes. When applicable, prices will include Goods and Services Tax (GST) and current clients will be notified of this change.

Please note:

- Rates are applicable as from December 1, 2014.
- Minimum 1 hour is charged per job, and then invoiced at 15 minute increments thereafter.
- All rates are quoted in Australian dollars.
- Admin People Pty Ltd is not currently registered for, nor quotes prices including GST.
- Rates do not include expenditures which are required to be reimbursed by the client. These include mobile and landline phone costs, postage, fax calls, special printing, and job specific stationery.
- Invoices will be issued on a monthly basis to clients with ongoing requirements and payable within seven (7) days.
- Adhoc and/ or one-off services will be invoiced on completion of, and payable upon receipt of work.
- Payment is to be made through direct bank deposit, cash or cheque. An itemised time sheet can also be provided, on request, when an invoice is issued.

Comprehensive list of possible tasks: (this is only a guide; we are willing to discuss any task you may need assistance with)

- Data entry
- Mailing services: send and receive mail, sort and process, scan and forward
- Word processing
 - Copy typing
 - Document creation and formatting
 - Document editing
 - Report writing
 - Policies and Procedures
 - Operation manuals
 - Mail Merges / Labels
- General spreadsheet work
- Database creation (Access)
- Resumes: writing, formatting, reviewing
- Conferences / events
 - Registrations
 - RSVPs
 - Mail-outs
 - Payments
 - Venue & catering organisation
 - Name tags
 - Hand-outs
- Training
 - Preparation of course outlines, session plans, attendance sheets, registration forms, and assessments
 - Preparation of training manuals
 - Preparation of certificates.
- Transcription / Audio Typing
 - Specialising in medical typing
- Flyers and leaflets
- Newsletter creation / mail-outs
- Photocopying
- Document collation
- Diary management
 - Appointment queries and date setting
 - Confirmation calls
 - Reschedule and cancel meetings
- Fax management: send, receive, forward scanned copies
- Mail assistance: collecting, scanning
- Surveys
 - Creation of survey
 - Mail-outs
 - Data collation
- Personal Assistant services
- Maintain electronic mailing lists
- Scanning
- Maintain customer files
- PowerPoint presentations: creation, keynotes, hand-outs for attendees

Expectations

The client understands that he/she is hiring Admin People Pty Ltd as an external virtual assistance provider and that Admin People Pty Ltd is not an employee of the client.

The client understands that, unless otherwise agreed, Admin People Pty Ltd is an external virtual assistance provider and will therefore only complete tasks of this nature, unless otherwise negotiated.