



Rates and Retainers Service List

Virtual Assistance Starter Plan

This plan gives you 20 hours of monthly administrative services for the cost of 18.
You get 2 hours free!

\$810/month - 10% savings

Virtual Assistance Executive Plan

This plan gives you 40 hours of monthly administrative services for the cost of 34.
You get 6 hours free!

\$1,530/month - 15% savings

Virtual Assistance Corporate Plan

This plan gives you 60 hours of monthly administrative services for the cost of 48.
You get 12 hours free!

\$2,160/month - 20% savings

All Prepaid Plans are based on an hourly rate of \$45.00

Any hours over and beyond the package plan will be billed out at \$45.00 per hour. Unused hours can be transferred for 4 weeks only.

Prepaid Plans do not include postage, courier, telephone charges, materials, etc. or any items purchased for project. Those costs are charged separately and will be invoiced monthly.

All retainer plans must sign a contract as per Bushmills Virtual Assistance policies.

The hourly rates if NOT on a retainer package are between \$35 and \$45, depending on the task required, as detailed on the following pages.

Remember, with a Virtual Assistant, you only pay for the time on task by the minute. Time-tracking software is utilized so no more paying for socializing, hour long lunches or frequent trips to the washroom.



SERVICE REVIEW

Service	Purpose	Features	Price
<p>PowerPoint Presentation</p>	<p>To provide well presented and informative presentations.</p>	<ul style="list-style-type: none"> • Format can be professional, informal or fun. • Animations. • Timing of presentations per page. • Customized handout note pages. 	<p>\$45 per hour</p> <p>Price includes –</p> <ul style="list-style-type: none"> ✓ Any amendments to first draft. ✓ One copy on CD/DVD with cover label, if requested.
<p>Enhanced Word Processing</p>	<p>To provide attractive and easy to navigate documents.</p>	<ul style="list-style-type: none"> • Layout (eg, header/footer, page numbers, columns, watermarks, track changes, etc). • Reference pages (eg, Table of Contents, Index, etc). • Page Design similar to Desktop Publishing (eg, graphic/excel spreadsheet insertion, text boxes, colours, etc). • Form creation. • Table creation. 	<p>\$45 per hour</p> <p>Price includes –</p> <ul style="list-style-type: none"> ✓ Any amendments to first draft. ✓ One copy on CD/DVD with cover label, if requested. ✓ One attractively displayed paper binder copy, if requested.
<p>Transcription</p>	<p>To produce word processed document following clients' dictation.</p>	<ul style="list-style-type: none"> • Various methods available to send dictation, including clients' telephone or free software for their computer. • Production of well presented Word document following dictation. 	<p>\$45 per hour</p> <p>Price includes –</p> <ul style="list-style-type: none"> ✓ Any amendments to first draft. ✓ One copy on CD/DVD with cover label, if requested. ✓ Binder copy, if requested. ✓ Installation of free software.

Service	Purpose	Features	Price
<p>Spreadsheet/Graph Creation</p>	<p>To produce calculated Excel spreadsheets with linked attractive graphs.</p>	<ul style="list-style-type: none"> • Formulated Excel spreadsheets. • Attractively displayed in Excel or Word. • Various graph layout options. 	<p>\$35 per hour</p> <p>Price includes –</p> <ul style="list-style-type: none"> ✓ Any amendment to the first draft. ✓ One copy on CD/DVD with cover label, if requested. ✓ One attractively displayed paper binder copy, if requested.
<p>Recruitment Coordination</p>	<p>To provide additional support to the necessary time consuming task of recruiting new members to the clients' team.</p>	<ul style="list-style-type: none"> • Review of all resumes as per the job application/person specification. • Summary report of above mentioned review. • Interview task creation/marketing. • Advise candidates regarding interview appointments or interview feedback. 	<p>\$45 per hour</p> <p>Price includes –</p> <ul style="list-style-type: none"> ✓ Summary report of all candidates as per the job application/person specification. ✓ Reusable tasks for future interviews with marking sheet. ✓ Local telephone expenses.
<p>Document Organization</p>	<p>To arrange documents on clients' computer for ease of use.</p>	<ul style="list-style-type: none"> • Collation of meeting papers either on a computer directory or by handout. • Deadline reminders sent to the editors of meeting papers. • Distribution of documents via post or email. 	<p>\$35 per hour</p> <p>Price includes –</p> <ul style="list-style-type: none"> ✓ Agreed access to clients' computer. ✓ Set-up of easy to use directories.

Service	Purpose	Features	Price
<p>Proofreading/Editing/Formatting</p>	<p>To provide a high level of secretarial quality standards through proofreading, editing and formatting.</p>	<ul style="list-style-type: none"> • Proofreading for spelling, grammar and consistency. • Editing of troublesome documents. • Formatting to make all documents attractive and readable. 	<p>\$45 per hour</p> <p>Price includes –</p> <ul style="list-style-type: none"> ✓ Suggested changes made through Track Changes so that clients may accept or decline the changes. ✓ Advice on layouts. ✓ Any amendments to the first draft.
<p>Event/Travel Planning</p>	<p>To research and provide information and support on planned events or future travel arrangements.</p>	<ul style="list-style-type: none"> • Research venues. • Reserve accommodation, refreshments, travel, etc. • Send and monitor invitations. • Research flight prices, times, etc. 	<p>\$40 per hour</p> <p>Price includes –</p> <ul style="list-style-type: none"> ✓ Summary report on research undertaken. ✓ Report on invitation monitoring.
<p>Calendar/Meeting Scheduling</p>	<p>To organize clients' online calendar through, for example, Outlook.</p>	<ul style="list-style-type: none"> • Organization of online calendar. • Colour coordinated. • Send meeting requests. • Track attendees. • Link all information required for meeting in the Calendar entry. 	<p>\$35 per hour</p> <p>Price includes –</p> <ul style="list-style-type: none"> ✓ Access to clients' computer, if required. ✓ Summary printouts of meetings, if required. ✓ Reminder service.

Service	Purpose	Features	Price
Reminder Service (work or personal)	To provide clients with a reliable reminder service for any task.	<ul style="list-style-type: none"> • Reminder service via email or preferred method of communication. • Monthly, weekly or hourly reminders available. • Gift research for personal services, eg, birthdays, etc. 	<p>\$35 per hour</p> <p>Price includes –</p> <ul style="list-style-type: none"> ✓ Yearly or monthly printout of all reminders. ✓ Summary of gift research.
Email Management	To arrange or respond to emails on clients' behalf.	<ul style="list-style-type: none"> • Access emails on clients' computer. • Sort emails into folders or priority order. • Respond to general emails. • Review clients' emails while on vacation, providing summary report of action required. 	<p>\$45 per hour</p> <p>Price includes –</p> <ul style="list-style-type: none"> ✓ Access to clients' computer. ✓ Summary report of emails, if required.
Data Entry	To input data onto clients' system or onto new Excel Spreadsheet.	<ul style="list-style-type: none"> • Access clients' computer to input data. • Produce Excel Spreadsheet with data. 	<p>\$45 per hour</p> <p>Price includes –</p> <ul style="list-style-type: none"> ✓ Access to clients' computer. ✓ Spreadsheet with graph, if required. ✓ Any amendments to the first draft. ✓ CD/DVD copy, if required.

Service	Purpose	Features	Price
Mail Merges/Bulk Mailing	To enable the personal touch to large mailings through production of a mail merge system.	<ul style="list-style-type: none"> • Mail Merge set up for customer database or even Christmas Cards. • Label printing. 	<p>\$45 per hour</p> <p>Price includes –</p> <ul style="list-style-type: none"> ✓ Any amendments to the first draft. ✓ No charge for stationery for first 50 pages of letters and envelopes. ✓ Summary report if response is requested from mailing.
DVD Burning	To produce additional copies of CDs or DVDs that are not under copyright restrictions.	<ul style="list-style-type: none"> • High quality copies of original software disks. 	<p>\$40 per hour</p> <p>Price includes first 20 –</p> <ul style="list-style-type: none"> ✓ DVDs/CDs ✓ Colour Labels
Scanning	To produce scanned copies of documents.	<ul style="list-style-type: none"> • A4 – A3 documents. • Distribution of scanned documents by email. 	<p>\$35 per hour</p>