

# Busy Lives ? Business Price List

## TYPING

Word-processing per 1000 words . . . . .From £20.00  
Audio Typing per 1000 words . . . . .From £25.00

## PRINTING (additional copies)

Per A4 page: 80/100gms (black) . . . . .£0.20 / £0.25  
Per A4 page: 80/100gms (colour) . . . . .£0.40 / £0.50

## PROFESSIONAL C.V's

CV Prep (includes 10 Copies & Disc) . . . . .From £60.00 to max £100  
Covering Letters . . . . .£10.00 each  
Thank you for interview letter . . . . .£5.00 each  
E-mail / Disc . . . . .£7.50 each  
CV Update . . . . .From £15.00

## MAIL MERGE

Set up letter . . . . .£10.00  
Data load: per 100 contacts . . . . .£40.00  
Merge and print per 100 A4\* . . . . .£40.00  
Print data to labels or envelopes per 100\* . . . . .£20.00

\*costs applied where stationary supplied by client

POWERPOINT PRESENTATION Per hour . . . . .£30.00  
SPEADSHEETS Per hour . . . . .From £20.00

## DATABASE

Design . . . . .From £25.00  
Input per hour . . . . .From £15.00

PROOF READING Per hour . . . . .£15.00

## FAXING (U.K only - overseas prices available on request)

1st Page outgoing (subsequent pages 25p per page) . . . . .£1.00 min charge  
Per page incoming . . . . .£0.50

EMAILING . . . . .£1.00 min charge each

BINDING . . . . .Price on request

SCANNING . . . . .Price on request

## LAMINATING

A5/A4/A3 . . . . .£1.20/£1.90/£2.50

## ARTWORK & DESIGN

Artwork for letterheads, business cards etc . . . . .From £20.00  
Business Card . . . . .£0.40 each  
Order of services, leaflets, Menu's, invitations . . . . .On application

HOURLY RATE . . . . .£25.00