



## Moonpoppy Enterprises

### FEE SCHEDULE

Please refer to current Terms and Conditions as found on our website at [www.moonpoppyenterprises.com](http://www.moonpoppyenterprises.com).



Moonpoppy Enterprises aims to keep fees as flexible as possible.

There are a few specific projects which we are regularly asked to undertake, and which are more easily priced as 'complete jobs'. Please see overleaf for further details on these.

If you ("the Client") have a specific project in mind which you would like to discuss, please use the Contact Form on our website ([www.moonpoppyenterprises.com](http://www.moonpoppyenterprises.com)) so that we may provide you with an estimate.



#### Initial Consultation

Moonpoppy Enterprises offers a maximum 1-hour initial consultation free of charge, available either by telephone or, if geographical location permits, at a location convenient to you. The purpose of this initial consultation will be to determine how Moonpoppy Enterprises can best help you and your business.

**Please note:** We reserve the right to charge a nominal amount for any specific research undertaken to support any work or projects you may have requested us to provide quotes for. Should you then hire our services, this nominal charge will be refunded as part of our invoicing procedure.



#### Please note ...

Moonpoppy Enterprises provides work and/or project estimates which are based on regular contact with clients via email communication only.

As a Virtual Assistant, we act on the basis that all services are provided remotely and, as such, by fully utilising modern-day technology. We wish to reassure our clients that they are afforded our complete, focused attention at all times while on project-work, in addition to making the most efficient use of your time and finances. All time is recorded via Paymo which records to the second.

Moonpoppy Enterprises therefore actively encourages all clients to use electronic communication (Skype, email or by Contact Form) wherever possible.



## FEES

### Project

### Fees

#### **Correspondence/document drafting**

From £26.00 per hour

(any work and/or projects with minimal/no defined content received from the Client)

#### **Database set-up and management**

From £80.00 set-up charges

(Data entry (max. 9 fields). Quotes 10 fields+ are available on request)

£75 per 100 entries, and at a proportion thereafter

(Subsequent updates or editing existing records)

£0.50 per entry

#### **Designing brochures/flyers**

Pricing based upon your specific requirements

Please use the Contact Form to define your requirements

#### **E-campaign design and maintenance**

Pricing based upon your specific requirements

Please use the Contact Form to define your requirements

#### **General secretarial services**

1 A4 page letter: £4.00 for 1st page; £1.50 additional pages

(copy & paste service with minimal formatting)

Editing, copywriting and tabular formatting are available at an additional cost (based on our hourly admin rate)

#### **General administration services**

£22.00 - £30.00 per hour

(editing, tabular formatting)

#### **Manuscripts, novels, e-books**

£9.00 per 1000 words - simple layout, typed original

#### **Student dissertations, theses**

£9.00 - £12.00 per page - technical layouts (i.e. tables)

#### **Case studies - complementary therapies**

£9.00 per 1000 words - handwritten original

#### **Newsletters**

From £25 per newsletter, based upon non-edited content provided in typed format

Templates are priced as a separate project; please use the Contact Form to define your requirements

#### **Presentations**

£3.50 - £6.50 per slide, dependent upon content

#### **Proofreading**

£21.00 - £26.00 per hour dependent upon content

(A sample page will be required to quote)

#### **Research - internet and desk-based**

From £22.00 per hour (internet-based)

#### **Staff induction, training and development, recruitment support**

Pricing based upon your specific requirements

Please use the Contact Form to define your requirements

#### **Transcription (also case Conferences, Hearings, Minutes etc.)**

From £18.50 - £23.00 per hour, dependent upon material and recording quality (standard practice - 1 min transcription = 4 mins our time charges)



	<u>Hourly rate</u>
<b>Standard administration/project-work</b>	£20.00 - £26.00 per hour
<b>Business meetings</b>	£18.50 per hour <i>(travel time - 50% of hourly rate, travel expenses charged at cost)</i>
<b>Telephone discussions*</b>	£16.00 per hour, or at a proportion thereof

Please note that all work and/or projects carried out in relation to each client is timed, to ensure that there is clear accountability for all works undertaken.

Confirmed acceptance of the appropriate Booking Form/s must be received by Moonpoppy Enterprises before any works commence - please refer to our current Terms and Conditions.



#### **Time-critical projects**

- Priority service with a 24 - 48 hour turnaround request: this may attract a surcharge.
- Projects requiring completion overnight or over a weekend: special terms apply.

Please contact us should you require further details on specific pricing for time-critical projects.

#### **Sundry Charges**

Fees as listed above are not inclusive of the following:

- Printing
- Telephone charges
- Fax charges
- Lengthy email correspondence, outside the scope of original project estimation or referring to additional matter
- Stationery
- Postage costs
- CD's\* (for transfer of data and documents)

These will be applied at cost, where appropriate.

#### **Complementary Therapists/Alternative Medicine Practitioners**

Special payment terms may be applicable - please use the Contact Form to define your requirements.



\*Charged at our discretion