

Services and Price Guide

- **Virtual secretarial services from £18.00 per hour:**
Copy and audio typing, letters, invoices, credit control, data entry, schedules, reports etc.
- **Specialist secretarial services from £20.00 per hour:**
Medical, Legal, Rental and Inventories.
- **Technical Services £25.00 per hour:**
Power Point, graphs, spreadsheets, forms, database management , web site updates etc.
- **Desk Top Publishing £25.00 per hour:**
Including e-newsletter design and implementation, marketing literature, flyers, posters, menus, invitations etc.
- **Project Management subject to quotation:**
Long and short term projects, event management, travel, web projects, business planning.
- **Business Support services from £40.00 per hour.**
- **Software and Softskills training - price on application.**
(In association with our preferred training provider.)
- **On-going support packages offering a combination of the above by negotiation.**

Providing professional secretarial, administration and support services to your business

+44 (0)1256 703033

help@adminworks4u.co.uk