



ABN: 84 117 033 333

# Mind Your Business

*"Your Business is our Business"*

## OFFICE SERVICES

### SCHEDULE OF FEES

(ALL PRICES INCLUSIVE OF GST)

<b>WORD PROCESSING</b>	<b>\$33.00 per hour</b>
PRINTING B&W	.30¢ per page
PRINTING COLOUR	\$2.00 per page
<b>FAXING</b>	
LOCAL	\$2.00 per page
STD	\$3.00 per page
ISD	\$3.50 per page
<b>LAMINATING</b>	
A4 SIZE	\$2.50 per unit
A3 SIZE	\$3.50 per unit
A5 SIZE	\$2.00 per unit
ID POCKET SIZE	\$1.50 per unit
<b>RESUMES</b>	
All information supplied by client in freehand form	\$9.00 per page
Updates and changes	\$2.00 per item
Criteria sheets written usual 6 subjects per sheet	\$20.00
Job intro letters single page	\$10.00