



ABN: 84 117 033 333

Mind Your Business

"Your Business is our Business"

OFFICE SERVICES

SCHEDULE OF FEES

(ALL PRICES INCLUSIVE OF GST)

WORD PROCESSING	\$33.00 per hour
PRINTING B&W	.30¢ per page
PRINTING COLOUR	\$2.00 per page
FAXING	
LOCAL	\$2.00 per page
STD	\$3.00 per page
ISD	\$3.50 per page
LAMINATING	
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
RESUMES	
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