

Heather McMillan's 2010 Services & Rate Sheet

- **Adobe Form Creation**
 - Basic \$30.00 (1-3 pgs)
 - Interactive \$60.00 (1-2 pgs)
- **Document Conversion** (Word, Excel, Publisher, Adobe, Image files)*
 - 1-2 Files (\$10.00)
 - 3-4 Files (\$20.00)
- **Document and Photo Scanning***
 - 1-30 documents/photos at one time \$30.00
 - Each additional document/photo \$0.75 each (at one time only)
- **Digital Audio General Transcription**
 - Per Audio Hour \$45 standard
 - Per Audio Hour \$70 rush
- **Typing Services**
 - 1-20 pages \$50.00 minimum charge
 - Each additional page \$2.00 (at one time only)
- **Website Template Creation****
 - \$250-\$400
- **WordPress Blog Custom Theme Creation** (can match existing branding!)
 - \$250
- **1ShoppingCart** (and all its other names) Setup
 - 1-50 products &/or 1-20 autoresponders: \$150
 - 51-75 products &/or 21-50 autoresponders: \$200
 - 76-100 products &/or 51-75 autoresponders: \$250
 - Over 100 products &/or over 76 autorepsnders: \$300 down plus \$25.00 per hour over 15 hours.
- **aWeber Setup**
 - 1-5 Autoresponders &/or 1-10 emails per autoresponder: \$175
 - 6-10 Autoresponders &/or 1-20 emails per autoresponder: \$250
 - 11 Autoresponders or more &/or 21 emails per autoresponder or more: \$300 down with \$25.00 per hour billed after 15 hours.
- **Custom Twitter Background** (can match existing branding!)
 - \$30 – png or jpg file
- **HTML Ezine Template** (can match existing branding!)
 - \$100
- **Web Hosting** (unlimited email addresses & unlimited hard drive space)
 - \$12.95 per month
 - \$129.99 per year

*Note: This service and rate includes no editing/formatting/altering.

**Note: This service does not include adding your content. That falls under hourly rates.

www.ICanTypeFast.com and www.TheAtHomeSecretary.com

Proudly serving business owners since 1996.

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Availability: Due to current work loads, I am unavailable during normal business hours for virtual support. All projects and services on this rate sheet are done beyond my normal business hours (evenings and weekends) on a first come, first serve basis.

Payments: Deposits and/or payment in full are ALWAYS required with a credit card number required to be on file for any project where payment is not made in full up front. Complete payment is due upon receipt of delivery of product, no exceptions.

Corrections: Any mistakes on my part will be fixed free of charge to you within 48 hours regardless of how large or small. For mistakes on your part, I provide 48 hours of free "touch ups" after final product delivery. However, no more than 15% of the final product may be altered without incurring extra fees of \$25.00 per hour billed up to the quarter hour with a minimum of one hour.

Hourly Rate: If you need me to enter content into a blog or website template (whether I created it or not), my hourly rate is \$25.00 billed up to the quarter hour with a minimum of one hour. This amount is billed when the project is complete or every 30 days, whichever is sooner. I do not provide phone, email, or daily VA services at this time—only working on a project per project basis.

Refer a Colleague: I offer a 15% discount on your next service from me if you refer a friend who purchases services of any kind from me! Make sure they mention your name/business for credit!

References & Testimonials: I have excellent references available. See what others have said about me:

“Lightning Quick, great communication! Heather blazes through transcription projects for me. She's incredibly quick and accurate and she's great at keeping me informed of her progress. I will definitely ask her to work with me in the future!” ~Dustin Driver, Berkeley, CA

“Excellent Work! Heather has always delivered quality product and on time. She keeps in communication with the client asking for clarification on anything she's unsure of. I will definitely be using Heather on future work.” ~Jayne L. Olson, Modesto, CA

“Strong technical skills + quick turnaround – Heather's great at tweaking graphics and quickly turning around electronic books and similar documents. Her PC skills are excellent.” ~The Radial Group, Dallas, TX

“FIVE STARS, of course! Heather has given us prompt, efficient service for about 5 years now. Her PC skills excel and she is without a doubt, the one we will always call on when the need arises.” ~QMRG, Inc., Newnan, GA

“You're a lifesaver! I had an old contract that would not scan, and my boss needed it the next day. Thanks to you, he had it.” ~Jana

“I needed a document/agreement in a short period of time. Heather converted a PDF document to Word in about 2 hours and I made my deadline! Thanks Heather.” ~Al