



Admin Angel has a strict confidentiality policy and complies with all data protection legislation.

All information given will be treated in strictest confidence either verbally or written.

Definition of work, timescales and deadlines will be agreed prior to administration commencing.

Please Note: Prices are not subject to VAT. Minimum charge is for the first hour rate.

All parts thereof an hour will be charged to the next quarter of an hour.

A deposit of 25% will be required for all new clients - payment should occur 14 days after completion of work. Stage payments may be agreed between Admin Angel and the client for larger contracts or new clients.

WORD PROCESSING/TYPING

General word processing	£13.00 per hour
Specialist technical word processing	£14.00 per hour
Diagrams, tables etc	£2.50 each

SPREADSHEETS

Basic spreadsheet	£13.00 per hour
Complex spreadsheet	£15.00 per hour

CV's

2 pages x 3 original copies	£13.00 inclusive
Each additional page x 3 original copies	£4.00 inclusive

Please Note: if particular paper is required for original copies, this must be supplied by the client

PRESENTATIONS

Basic overhead transparencies	£5.00 each
Diagrams, tables etc	£7.00 each
Powerpoint presentation	£18.00 per hour

DISSERTATION/THESIS

Text only	£5.00 per 1000 words
Diagrams, tables etc	£2.50 each

MAILSHOTS

Data set up	£15.00 per hour
Letter - A4 paper	£0.50 each sheet
Envelopes	£0.30 each envelope
Address labels	£3.00 per sheet
Postage costs are not included and must be paid in advance	



14 Dogwood Road, Broadstone, Dorset BH18 9PA

T: 01202 248204 **M:** 07855 164215

E: info@the-admin-angel.co.uk **W:** www.the-admin-angel.co.uk

adminangel

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MANUSCRIPTS

Text only

£5.00 per 1000 words

Diagrams, tables etc

£2.50 each

SCANNING

Text only

£3.00 each page

Diagrams, pictures, photographs

£4.00 each

WEB DESIGN

Basic web pages

£25.00 per hour

Updates

POA

Domain name and web space

At cost

OTHER EXPENSES

Local collect and drop off (5 mile radius of Broadstone)

£5.00

Other mileage 50p per mile

Telephone calls on behalf of client

At cost

Stamps on behalf of client

At cost

Floppy disk

£0.50 each

CD

£1.00 each

MONTHLY RETAINER PACKAGES

Available on request

BUSINESS CONSULTANCY

POA



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