

Mira Designs

W14849 Scotch Pine Rd., Fairchild, WI 54741
Ph. (715) 563-1459 Email: info@mira-designs.com

Rates

Word Processing, Transcription, Data Entry: \$30/hr.

Advanced Word Processing: \$40/hr.

Desktop Publishing: \$35/hr.

(applies to print advertising, flyers, newsletters, brochures, and postcards)

Website Maintenance: See Web Design Form

Résumés:

- Keyboarding résumés: \$35 for one page, \$45 for two pages + add \$15 for each additional page (resume, cover letter, salary history)
+ hourly word processing rates for changes.

Turnaround time is 24 hours. Same day service is considered RUSH. Extra fees are billed for rush jobs, same day service, after hours, and weekends.

Minimum charge: A minimum of \$35 is billed for all tasks

Express Service (Rush Jobs)

Less than 8 hours+ 30%
Less than 4 hours+ 75%
Less than 1 hour+ 100%
While you wait.....+ 100%
Evenings.....+ 50%
Weekend+ 100%

Business Hours: 10 A.M-6 P.M. Monday through Friday. Please call to set up an appointment.