

## Mira Designs

W14849 Scotch Pine Rd., Fairchild, WI 54741 715-563-1459 www.mira-designs.com

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### *Agreement for Secretarial Services*

Client and *Mira Designs* agree as follows:

- A deposit (50%) is required for work estimated over \$50.00 and for rush jobs. Client will pay balance upon completion of work.
- Client will pay *Mira Designs* for costs incurred for additional services requested by client as listed below:
  - \_\_\_ additional laser printouts: \$1.00 per page (one printout of your work is free)
  - \_\_\_ fax: local - first page & additional pages: \$1.00/page
  - \_\_\_ long distance - first page: \$2.00, additional pages \$1.50/page
  - \_\_\_ copies: price varies by quantity, paper size, quality, etc.
  - \_\_\_ paper if other than regular copy paper is required: as per quote
  - \_\_\_ envelopes: \$.25
  - \_\_\_ printing: as per quote
  - \_\_\_ compact disk: \$1/disk
  - \_\_\_ DVD: \$5/disk
  - \_\_\_ other supplies: as needed
  - \_\_\_ special requests: as per quote
  - \_\_\_ shipping and handling: as per quote

You are welcome to provide your own supplies.

- Changes requested are charged at the rate of \$35/hr.
- It is the client's responsibility to proofread all documents processed by *Mira Designs*.
- Your data will be stored at no cost for a period of 3 weeks. You can obtain a copy of your data on a compact disk for just \$1 per disk (or DVD disk for \$5) and you can provide your own disks.  
I request to have my computer data stored for a period of \_\_\_\_\_ .
- I hereby acknowledge that *Mira Designs* is not responsible for the loss of my data by *any* cause. If files have to be reentered for *any* reason and client requests so, client is responsible for payment.
- I have seen the rate sheet and I agree to pay for all services rendered and understand that payment is expected when work is done. Account balances are subject to a \$15.00 rebilling charge per month. All accounts are subject to service charges, collections and attorney fees.

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Name

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Date

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Client

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Date