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Secretarial Services

PA Support – £16–£20 per hour

Includes: wordprocessing, diary management, travel arrangements, spreadsheets, presentations, desk top publishing, office administration, supplier research, light bookkeeping, etc.

Typing from Hardcopy (copy–typing)*:

£16 for first 1000 words; £8.00 per 1000 words thereafter.

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- ◇ General Business Correspondence/ Reports: £16 per hour
- ◇ One Speaker, eg author: between 90p and £1.15 per audio minute
- ◇ One-to-One Interviews: between £1.15 and £1.30 per audio minute
- ◇ Workshops/Forums/Conferences: between £1.30 and £1.50 per audio minute
- ◇ Data Capture into Spreadsheet: 20p/25p per record (max 10 fields each record)

** price quoted assuming the original text is clear and legible.*

***prices are quoted assuming the recordings are clearly spoken and of high quality, ie not recorded in a busy cafe or loud environment.*

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Editorial Assistance — £16–£20 per hour

Includes: chasing up copy from authors, document scanning/OCR, tracking author payments, processing invoices, picture research, commissioning illustrations, etc.

Proofreading — £16 per hour

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