

@SECRETARIAL

For all your outsourcing needs

Our Charges

Our rates are designed to be less expensive than the use of Temp agencies

The aim at At-Sec is to return all routine daily typing work within 24 hours and no later than 48 hours giving a true virtual secretarial service operating in real time.

No hidden costs - You get invoiced weekly

At-Sec is able to offer a number of different services

Digital Dictation	£9/hr, minimum £2.50/10 minutes
Copy Typing	£8/hr, minimum £2/10 minutes
Spreadsheets	£8/hr, minimum £2/10 minutes
Business Services	£8/hr, minimum £2/10 minutes

Specialist typing in Medical & Legal areas

£10/hr, minimum £3/10 minutes

PowerPoint	£10/hr, minimum 1 Hour
Visio	£12/hr, minimum 1 Hour
Photoshop	£15/hr, minimum 1 Hour
CGI Graphics	Please e-mail us for a quote

Web Design	Please e-mail us for a quote
Web Hosting	Please e-mail us for a quote
Web Graphics	Please e-mail us for details
CGI Graphics	Please e-mail us for details

The only extras are printing & postage

Telephone calls will be passed on at cost

Printing - plain white paper - A4

B&W 20p per sheet

Colour 50p per sheet

Wide format printing available on request

We will try to answer any software queries you may have over the telephone

We will invoice you weekly for payment within 7 days of date of invoice
Less than 40 minutes worked will be charged at 10 minute increments

No further work will be carried out until payment is received

New clients will be required to pay a deposit before work commences