

SOMETIMES ADMINISTRATION

RATE CARD

Copy editing	\$50 / hour
Copy and content writing	\$50 / hour
Social media (captions only).....	\$50 / post
Social media (graphics & captions)	\$80 / post
Newsletter (content, design and setup)	\$275
Newsletter (content only)	\$180
Blog post (research and writing).....	\$200 (up to 1000 words)
Blog post (writing only)	\$160 (up to 1000 words)
Product descriptions.....	\$50 each (approx. 100 words)
e-Books (content & design)	\$300
e-Books (research, content & design)	\$450
Brochure	\$250
Tenders/business award entries.....	\$650
Proofreading	0.06c per word (min. \$50)
Resumes / CVs	\$80 - \$250
Document formatting/design	\$44 / hour

Where possible, a quote for a set price will be provided, based on the hourly rates

A **30% deposit** will be required to commence work

Services are not limited to this list. Contact me to find out more

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www.sometimesadministration.com.au