

ADMINNOVATIONS

TODAY'S ALTERNATIVE ADMINISTRATIVE ASSISTANT

Phone: (925) 998-3732 ▪ e-mail: admin@admininnovations.com ▪ www.admininnovations.com

RATES

- 25% discount off each invoice for each referral who hires ADMINNOVATIONS.
- 25% discount for every 40 hours worked in a monthly billing cycle.

WORD PROCESSING

letters, memos, business plans, medical documents, reports, meeting minutes, resume formatting, manuals (employee, policy & procedure, safety), invoicing, labels, spreadsheets

- typing 25.00 /hour
- editing / proofreading 25.00 /hour
- mail merge (letters, labels) 25.00 /hour
- data entry 25.00 /hour
- templates (electronic fill-in forms)..... 25.00 /hour
- transcription 25.00 /hour

DESKTOP PUBLISHING

brochures, business cards, contracts, coupons, note pads, door hangers, fax cover sheets, flyers, invitations, letterhead, logos, menus, newsletters, postcards, proposals, surveys, technical illustrations

- design 40.00 /hour
- print production..... (ask for quote)

MARKETING

- Event coordinating..... 25.00 /hour
- Contacts..... 25.00 /hour
 - initial contact/reminder/follow-up
 - list maintenance
 - e-newsletters (plain text or html code)

MULTIMEDIA

- PowerPoint Presentations 25.00 /hour
 - set up, slideshow, presenter notes, attendee notes
- Photos (includes restoration of damaged pictures)
 - editing (color correction, cropping, red eye reduction, resizing) 40.00 /hour
 - scanning..... (ask for quote)
 - storage (print quality and web ready)1.00 /each CD
- Website
 - design and/or maintenance..... 40.00 /hour
 - design template (shared or exclusive)..... (ask for quote)
 - private domain registration.....39.99 /year
 - domain hosting.....9.99 /month
..... or 99.99 /year

MULTIMEDIA (cont'd)

Storage

- VHS to DVD copy (no copyright material) 10.00 /each
- storage case insert / disc label
 - text only (included)
 - design 40.00 /hour

PHOTOGRAPHY

Taking photos..... 40.00 /hour

- events, fundraisers, ceremonies, picnics
- personal services

Handling photos

- editing (color correction, cropping, red eye reduction, resizing) 40.00 /hour
- prints (ask for quote)
- storage (print quality and web ready) 1.00 /each CD
- storage case (slim-line) (included)
- storage case insert / disc label
 - text only (included)
 - design 40.00 /hour

MISCELLANEOUS SERVICES

Copying (ask for quote)

Printing (ask for quote)

Scanning..... (ask for quote)

Fax services (sending and receiving locally) 1.00 /page

Hand collating (hole punching, stapling included)..... 25.00 /hour

Appointment setting 25.00 /hour

Mailing

- folding, stuffing envelopes, labeling, stamping, list maintenance..... 25.00 /hour
- postage (extra)

Virtual filing..... 25.00 /hour

Accounting 25.00 /hour

Internet research..... 25.00 /hour

Binder assembly..... 25.00 /hour

..... (ask for supply quote)

Computer software consulting / training..... (ask for quote)

If what you need is not listed above, please feel free to inquire.