

**GLORIA LEWIS
DREAM VIRTUAL ASSISTANT
DESKTOP SERVICES
QUOTE SHEET
@ 01/01/2008**

Services offered: Virtual Assisting, Desktop Publishing, Web Page Design and Computer Tutoring

All prices quoted below are for manpower only. Printing costs are extra.

Desktop Publishing

- Flyers & Tickets \$20.00 page*
- Banners \$10 per feet (8 ½ high)
- Newsletters \$20.00 page (additional charge for oversized pages)
- Brochures/Flyers \$20.00 page*
- Menus Varies
- Resume \$20.00 page*
- Church & Club Programs \$20.00 page for initial set-up, \$10.00 page for updates (weekly clients \$7.50 per page for updates)
- Funeral Programs \$20.00 page*
- Ad Books \$10.00 (1-10 pages); \$8.00 (11-20 pages); \$6.00 for each additional pages. Additional charge for scanning pictures (\$2.00 each).
- Letters & General Typing (i.e. term papers, research papers) \$3.00 page double-spaced; \$4.50 page single-spaced
- Family Trees Varies
- Mailing Lists \$.20 a name
- Labels \$5.00 page/\$2.00 page for return address labels*
- Program Folding/Stapling .15 each set
- Data Gathering Varies (Average \$30 per hour)

Web Page Design

Varies depending on domain (i.e. unitnet - If your Unitnet site is not already set up, the first month is \$175 (includes set-up & maintenance) and \$65 per month thereafter).

Computer Tutoring

Computer Maintenance (software & hardware installation, cleanup of files, Virus cleanup (must have own copy of software))

**Varies (Average \$30 per hour)
\$30 per hour**

Virtual Assistance

Copies (each)

Varies (Average \$30 per hour)
.20 black/white (double sided); .12 (single sided));
\$1.30 color (single sided); on CD - \$10.00

Revisions

Negotiable (based on amount)

*8 ½ by 11 page

**Add 30% additional to all rates for emergency work (less than 48 hours notice for each 10 pages).

I proofread all work when you receive your first draft. You are allowed two drafts and one final copy. There is an additional charge for more than two drafts. The final proofreading is the responsibility of the client.

Please make all checks payable to:

**Gloria Lewis
1735 North Mobile Avenue
CHICAGO, IL 60639-3808
(773) 637-3194 or (773) 320-9679
gloria.lewis@dreamvirtualassistant.com**

**Half of the Payment is due upon receipt of the first draft.
The remaining amount is due upon receipt of the final product.**