



## FUTURE IT SERVICES - TYPING PRICES

At **Future IT Services**, we provide our service to suit all needs whether you are an individual with a single piece of work that requires typing or a business client who requires a more comprehensive typing service.

All work is carried out to the highest of standards by an experienced, and qualified typist.

Below are examples of the type of work we undertake

Manuscripts, Theses, Dissertations, Letters, Reports, Manuals, Minutes, Tables, Leaflets, CV's, Quotations, Business Accounts, Contracts, Legal documents and much more

As a general rule you can expect circa 3500 words per hour from a typed source and 1500 words per hour from a handwritten source

All work is charged at an extremely competitive hourly rate (minimum of 1 hour) and thereafter in 15-minute slots. All editing and proof reading is charged at the hourly rate as follows

<b>Word Processing/Copy Typing</b>	<b>£8 per hour</b>
<b>Audio Typing</b>	<b>£8 per hour</b>
<b>Proof reading and editing</b>	<b>£8 per hour</b>
<b>Monthly retainer package</b>	<b>£70 per 10 hours a month</b>

The monthly retainer package is a useful aid for small businesses that do not wish to employ full time staff. Any hours not used will be credited to the following month

All work for business clients will be invoiced monthly on the last business day of each month. It is a requirement that invoices are paid within 30 days of the invoice date

All work for individual clients will be invoiced on completion of the work. It is a requirement that half of the total estimated cost is paid before commencement of the work, the remainder on completion

We will endeavour at all times to carry out our work efficiently and effectively and within agreed timescales

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For more information visit: <http://www.futureitservices.co.uk/>



Clients will be notified immediately should we encounter unforeseen circumstances whereby we are unable to meet our agreed timescales

### **Estimates and Booking**

Estimates for work can be provided on request. If requested, please provide as much detail as possible regarding the work to be undertaken

We aim to make estimates as accurate as possible, however, please note that your invoiced amount will represent the actual time taken to complete the work on your behalf

All new clients are requested to complete an order form, which should be sent to us prior to the commencement of any work

The completed order form will be deemed to represent your acceptance of the cost of the work

Please note that work will not commence under any circumstances until we have received a properly completed order form

The order form can be posted or emailed to us at [info@futureitservices.co.uk](mailto:info@futureitservices.co.uk)

### **Payment Methods**

We accept payment by cheque or cash only.

We accept cash payments only if work is collected

**All cheque payments should be made payable to:**

**Future IT Services**

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**For more information visit: <http://www.futureitservices.co.uk/>**

### **Postage and Delivery**

Postage and Packing costs incurred by us when sending items to you will be recharged to you on your invoice.

All work will be sent to you by Royal Mail recorded delivery and we advise clients to send work to us by this method, as we cannot be held responsible for missing or damaged postal items

We also can arrange for same day courier services for items, which require urgent despatch (cost to be met by client)

Your typed work can optionally be provided on disc at an additional cost of £2.50 per disk

### **Archiving and Confidentiality**

All work is of course treated as highly confidential

Your work will be kept on file for 3 months (or a lesser period of time specified by yourself) and then erased

### **Disclaimer**

Although every effort is made to provide you with an accurately typed document, which follows your instructions and meets your specified requirements, ultimately the responsibility for the accuracy and presentation of the finished work remains with yourself

## Order Form

Name of Client: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address of Client:

\_\_\_\_\_  
\_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Fax: \_\_\_\_\_

Type of work:

\_\_\_\_\_

Date For Completed Work (As Agreed)

\_\_\_\_\_

Estimate provided: Yes

No

I agree to pay the full cost of all the work undertaken on completion:

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Company: \_\_\_\_\_

Please return (with your work) to:

L M Pearman,  
Future IT Services,  
32 Uphill Way  
Hunston  
Chichester,  
West Sussex,  
PO20 1PH