



Office **Asset** hourly charging rate table is as per below:

Rate Band	Rate Title	Description	GBP
A	Expenses Data Entry Form	Supply of Office Asset designed template to use to record your business expenses within	50.00
B	Regular Rate	Standard Flat Hourly rate for 'Regular' Clients	18.00
C	Casual Rate	Standard Flat Hourly Rate for 'Casual' Clients	25.00
D	Exceptional Rate 1	Hourly rate for urgent work required by the Client, to be specifically completed after 6pm or on weekends (as agreed in advance)	30.00
E	Exceptional Rate 2	Hourly rate for urgent work required by the Client, to be specifically completed on Bank Holiday (as agreed in advance)	35.00