

3.3 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	70.00
B1	Regular Rate - General	Standard Flat Hourly rate for 'Regular' or 'Pre-paid' Clients - Administration & Social Media Support	27.50
B2	Regular Rate - Specialist	Standard Flat Hourly Rate for 'Casual' Clients; Specialist Support Skills (WordPress, MailChimp)	30.00
C1	Casual Rate - General	Standard Flat Hourly Rate for 'Casual' Clients; General Administration & Social Media Support	30.00
C2	Casual Rate - Specialist	Standard Flat Hourly Rate for 'Casual' Clients; Specialist Support Skills (WordPress, MailChimp)	40.00
D1	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 – regular/prepaid clients)	35.00
D2	Exceptional Rate 2	Hourly rate for urgent work required by the Client, to be specifically completed on Bank Holiday (as agreed in advance - regular/prepaid clients)	40.00
E1	Onsite Events Support	Half Day – up to a max 4 hours (+ travel)	100.00
E1	Onsite Events Support	Full Day – up to a max 8 hours (+ travel)	185.00
F	Travel Rate	If travel is required, this hourly rate is charged (min 1 hr) in addition to re-imburement of travel costs (mileage/train ticket etc.)	15.00
G	Workshops & Courses	I have a number of 'Off The Shelf' courses available to deliver at your venue. Bespoke courses on request.	From £199