

## Hourly Rates\*

Updated October 23, 2018

### Tier 1: \$15

- Responding to customer emails/inquiries
- Packing/Shipping/Mailing
- General Internet Research
- Process customer orders (including invoicing)
- Errands (plus mileage)
- Other basic assistant duties

### Tier 2: \$20

- Technical Assistance (working with hosting services, troubleshooting, etc.)
- Self-Publishing Consultation
- Developing Marketing Strategies
- Monitor/Maintain Facebook and other social media
- Other tasks as determined by me

### Tier 3: \$30

- Website Design/Maintenance<sup>1</sup>
- Sales Reporting/Analysis
- Design Work<sup>2</sup> (business cards, promo materials, flyers, etc.)
- Advanced Excel Spreadsheet Development/Maintenance
- Fact Checking
- Other tasks as determined by me

<sup>1</sup>In addition to a one-time set-up charge of \$75

<sup>2</sup>Excluding book cover design

\*No minimums. Time is computed minute-by-minute. Rates are subject to change without notice and may be negotiated. Rates are in addition to materials (promotional, etc.) and services (website hosting, etc.), which will be billed at cost.

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## Tier 4: Proofreading and Copy/Developmental Editing<sup>1</sup>

- Fiction less than 30,000 words: 1.5¢ per word
- Blogs, web pages, college papers: 1.5¢ per word
- Fiction at or over 30,000 words: 1¢ per word<sup>2</sup>
- Non-Fiction: 2¢ per word<sup>2</sup>
- Technical Manuals: 3¢ per word

Prices include:

- 1 electronic read-through, including computer software analysis
- 1 paper read-through

<sup>1</sup>Before submitting documents to me, they must be properly formatted as Word documents, with the best spelling, punctuation and grammar you can achieve. I'm not here to rewrite your book for you! If I determine your manuscript does not meet these requirements, you will be given the option to either correct it yourself or let me correct it at the Tier 3 rate.

<sup>2</sup>Fiction 30,000 words and over and non-fiction prices may (at my discretion) include interior eBook and print formatting at no additional charge. For all others, ala carté rates below apply.

## Tier 5: A La Carté Services

- Interior eBook/Print Formatting Only (No Proofreading/Editing) for Finished Works: \$79.99
  - Amazon Kindle
  - Barnes and Noble Nook
  - iBooks
  - Kobo
  - Generic
  - Print on Demand
- Cover Design: \$250 - \$400
  - Complex cover designs are not my specialty. If that is what you need, I can refer you to a qualified cover artist.

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## Plain Language Contract

1. I reserve the right to refuse, and you and I reserve the right to discontinue, service at any time for any reason, no questions asked. In that event, I agree that any money paid beyond services rendered will be refunded. You agree that any unpaid services rendered will be paid in full.
2. We both agree that one-time fees, once paid, are non-refundable.
3. Every effort will be made to meet your deadlines, but there are no guarantees.
4. Financing is not available, however, discounts and payment plans may be arranged, depending on circumstances, especially for first-time customers. Contact me for details.
5. Mileage will be charged at the IRS Business Rate in effect at the time travel is conducted (currently 54.5¢ per mile). Travel time will be billed at the rate of \$8.75 per hour (may be waived at my discretion).
6. Billing periods are bi-monthly and invoices are generated on the 15<sup>th</sup> of the month and the last day of the month. Invoices are due in full upon receipt. Cash or credit accepted; no checks.
7. Terms and commitments made by both parties must be agreed upon in writing and/or email and may be modified or amended as needed, by mutual consent.