

# Small Business Solutions

## the one stop business shop

### Tariff for Services

These are our standard services. We are able to quote for and produce whatever you require, including items of 3D Bespoke Creative Design, such as prototypes and display housing. Please call us to discuss your needs.

### Virtual Services

#### Call Minding

Budget Plan (75 calls pm)	£100pm*
75 calls pm - basic licence - single reporting - payable quarterly	
Plan A (150 calls pm)	£150pm*
150 calls pm - basic licence - single reporting - payable quarterly	
Plan B (225 calls pm)	£200pm*
225 calls pm - basic licence - single reporting - payable quarterly	
Plan C (300 calls pm)	£250pm*
300 calls pm - basic licence - single reporting - payable quarterly	

Flexi Plan (10 days pm / 10 calls pd)	£125pm*
100 calls pm - basic licence - single reporting - payable quarterly	
Daily Plan (10 calls pd)	£25pm*+£12.50pd
10 calls pd - basic licence - single reporting - payable in advance	
Daily Rate (10 calls pd)	£15+£15pd
10 calls pd - temp licence - single reporting - payable in advance	
Weekly Rate (10 calls pd)	£15+£75pw
10 calls pd - temp licence - single reporting - payable in advance	

Please note: Additional charges apply for calls exceeding the package quota, or for upgrades to licence or reporting services.

\*All plans which require a basic licence must be paid in advance quarterly, for a minimum contract period of 12 months.

#### Mail Address

Budget Plan	£120pa	Budget+ Plan	£240pa
20 letters and 4 packages pm - single daily reporting			

Please note: Additional charges apply per additional 0-10 items per month (Budget Plan +£5 / Budget+ Plan +£10)

### Document Services

(Minimum Total Charge £3.00)

#### Photocopying

No. of identical copies	Black	Colour	
0-99	A4	A3	A4
100-249	10p	20p	50p
250+	8p	16p	40p
'Card' Surcharge	5p	10p	25p
'Coloured Paper' Surcharge	+50p	+£1.00	+50p
'White Labels' Surcharge	+5p	+10p	+5p
	+50p	+£1.00	+50p

#### Typing

Per typed A4 page	First Page	Subsequent Pages	Updates
Bespoke typing from copy (11/13 point)	£7.50	£6.00	£3.00
Estimates / Quotes / Invoices from bookkeeping system	£5.00	£5.00	
Address Labels from spreadsheet to agreed format	£10.00	£1.00	
Data Entry to spreadsheet / database etc	25p+ per entry		

#### Binding

Per A4 Book	Comb	Slide
First 50 pages	£3.00	£1.50
Per 50 pages (max 200)	£1.50	n/a
Card Back/Acetate cover	+25p each	+25p each

#### Scanning / Laminating

Per item	Card (A7)	A5	A4	A3
Scanning	£1.50	£1.50	£1.50	£3.00
Laminating	75p	£1.00	£1.50	£3.00*
				*includes transfer to card

#### Emailing / Faxing

Per item	Receive	Send	
Base Fee	+ Print	Base Fee	+ Print
Email, Print (pp) & Extras (Message / Attachment)	£1.50	50p	50p
Per item	1st Page	+ Pages	1st Page
Fax National	£1.50	50p	£1.50
Fax International	£1.50	50p	£1.00

### Accountancy Services

#### Tax Returns

	t/o <£30,000	t/o >£30,000
ALL Records received by 31st July (Early Bird Discount)	£375.00	£500.00
ALL Records received by 31st October (Standard Rate)	£425.00	£550.00
Any Records received after 31st October (Late Penalty)	£475.00	£600.00

Please note: Fees quoted are on the basis of 'written up' accounts. There will be additional fees for Bookkeeping at standard hourly rates if your records are presented as a grouping of source documents ie. invoices, receipts etc. Fees quoted are for Sole Traders NOT Limited Companies (quotation available on request). If this is your first trading year and you have not yet registered with HMRC we can do this for you for a £50 fee.

#### Bookkeeping

Hourly	Packages	Systems
Data input from source documents / receipts etc.	£25.00	£100.00 - £250.00pa

Please note: We are happy to post entries to a bespoke spreadsheet or suitable software, or create or recommend a system for you.

#### Payroll

Weekly	Monthly
Per item	Base Fee
0-9 Employees	£5.00
10-19 Employees	£4.50
20+ Employees	£4.00

Please note: Base Fee covers all statutory requirements, annual and periodic submissions and registrations with HMRC.

Where both monthly and weekly schemes are operated, the weekly Administration Fee only is charged.

### Internet Services

#### Websites

Hourly	Static (Non-Editable)	CMS (Editable)	Renewal
Per Item	Base Fee	Per Screen	.co.uk .com
Basic Design & Build of Main Structure	£150.00	£50.00	£250.00 £100.00
Subscreens (sub section pages with minimal variation)		£25.00	£50.00
Online Data Collection Forms / Database Display Screens		£50.00	£100.00

PHP Programming £50.00ph

HTML Coding / Photo Manipulation / Copywriting £35.00ph

Text Edits £20.00ph

Domain name, hosting and email management (2 yrs) £25.00 £35.00

Please note: Base Fee includes hosting space and uk domain name purchase and management for 2 years, initial consultation, design concept and template creation. There is a £10 surcharge for international domain names.

#### Professional Email

	.co.uk	.com
Domain name, hosting with holding page and email management (2 yrs)	£25.00	£35.00

Please note: It is essential to have your own email address generated from a domain name which you own. Third party email addresses such as Hotmail, Gmail etc can be taken away from you, and then all the money spent on your promotion to date will be wasted. Don't wait until you are ready to build your website to buy your domain name, let us buy it for you now, protect your name and use it to your advantage in the mean time.

#### Online Office

Hourly	Trades Package
Bespoke admin system - accessible online	£50.00

Please note: We can build a system that does whatever you need. Recording and maintaining Client Records from initial enquiry through quotation, work-in-progress tracking, invoicing, delivery and payments. Why use software that was designed for someone else? As long as you have a smart phone or tablet and an internet connection, you can pop in to your office wherever you are.

#### Online Databases

Hourly
Bespoke databases - accessible online

Please note: We can build a system of related databases that will store and retrieve your data for you effortlessly. Accessible anytime, anywhere, providing you have a smart phone or tablet and an internet connection.

### Media Services

#### Graphic Design

Graphic Design / Artwork	£35ph	Logo design	£35ph / £150 best of 2 designs
Minimum charge 30mins.			

Please note: It is not possible to price this work in advance since it is of a creative nature. It is also chargeable whether adopted or not.

However typically we can give a guide