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CLIENT FEE STRUCTURE

Hourly Billing Package

GOLD	SILVER	BRONZE
21 - 30 hours	11 - 20 hours	0 - 10 hours
<i>Maximum/Month \$900/month</i>	<i>Maximum/Month \$700/month</i>	<i>Maximum/Month \$400/month</i>
\$30/hour	\$35/hour	\$40/hour

Billed at the end of the month of service and payment is due upon receipt of invoice.

Retainer Packages (a required minimum 3 month contract)

GOLD	SILVER	BRONZE
Flat Rate for 30 Hours	Flat Rate for 20 Hours	Flat Rate for 10 Hours
<i>\$765/month</i>	<i>\$630/month</i>	<i>\$380/month</i>
(15% Discount of Hourly Rate)	(10% Discount of Hourly Rate)	(5% Discount of Hourly Rate)

Payment is required on the 1st day of each month prior to commencement of work. Invoices are sent out on the 30th of each month and payment is due upon receipt of invoice.

The Retainer Packages are designed to ensure you use up your hours of service for each month as there are no carryovers into the following month nor credits issued for unused hours.

Exceeded hours will be billed at the maximum hourly rate for the appropriate package level (Gold,Silver,Bronze)

CLIENT FEE STRUCTURE

One-month Trial Offer *(for new clients only)*

\$25.50/hour will be billed at the end of the month of service and payment is due upon receipt of invoice.

Trial Offer is in effect from date of contract to 30 days.

This offer is provided to assist clients with an opportunity to decide which Billing Package would be appropriate to their administrative needs!

FOR ALL BILLING SCHEDULES

Reimbursable expenses outlined in contract will be charged separately

All time is tracked using Trax Time Recording Software

A late fee of 2% will be applied for invoices not paid within 30 days

OFFER OF PAYMENTS

Cheques Made Payable to: K&M Secretarial Services

Credit Card via Pay Pal

Cash via Pay Pal or Email Money Transfer

This above Fee Structure may change without notice.