

Process for Individuals	GBP /Unit 1	Pence /Unit 2	GBP2 /Unit 3
1. Format and edit a document (all-inclusive)	£ 5,08 /page*	£ 0,013 /word	£ 4,70 /hour
2. Format a basic document (without the optional extras in rows 4-8)	£ 0,94 /page*	£ 0,002 /word	£ 4,70 /hour
3. Edit a basic document (same as all-inclusive)	£ 3,20 /page*	£ 0,008 /word	£ 4,70 /hour
4. Format and check completeness of references**	£ 0,56 /each	£ - -	£ 4,70 /hour
5. Check citations against references and vice versa	£ 0,14 /reference**	£ - -	£ 4,70 /hour
6. Format figures and tables (per page)	£ 0,47 /each	£ - -	£ 4,70 /hour
7. Add in-text cross-references to tables, figures, etc. (captions)	£ 0,09 /caption	£ - -	£ 4,70 /hour
8. Format and edit a questionnaire/survey	£ 0,71 /question	£ - -	£ 4,70 /hour
9. Create an Excel worksheet	£ 7,05 /worksheet	£ - -	£ 4,70 /hour
10. Compile a PowerPoint presentation, with formatting and animation	£ 1,18 /slide	£ - -	£ 4,70 /hour
11. Add animation to an existing PowerPoint presentation	£ 0,47 /slide	£ - -	£ 4,70 /hour
12. Automate/add timing to an existing PowerPoint presentation	£ 0,47 /slide	£ - -	£ 4,70 /hour
13. Create an index (per level [no. of levels depend on document complexity])	£ 2,82 /page*	£ 0,007 /word	£ 4,70 /hour
Process for Companies (3 times individual rates)	GBP /Unit 1	Pence /Unit 2	GBP2 /Unit 3
1. Format and edit a document (all-inclusive)	£ 15,23 /page*	£ 0,810 /word	£ 14,11 /hour
2. Format a basic document (without the optional extras in rows 4-8)	£ 2,82 /page*	£ 0,150 /word	£ 14,11 /hour
3. Edit a basic document (same as all-inclusive)	£ 9,59 /page*	£ 0,510 /word	£ 14,11 /hour
4. Format and check completeness of references**	£ 1,69 /each	£ - -	£ 14,11 /hour
5. Check citations against references and vice versa	£ 0,42 /reference**	£ - -	£ 14,11 /hour
7. Add in-text cross-references to tables, figures, etc. (captions)	£ 0,28 /caption	£ - -	£ 14,11 /hour
8. Format and edit a questionnaire/survey	£ 2,12 /question	£ - -	£ 14,11 /hour
6. Format figures and tables (per page)	£ 1,41 /each	£ - -	£ 14,11 /hour
9. Create an Excel worksheet	£ 21,16 /worksheet	£ - -	£ 14,11 /hour
10. Compile a PowerPoint presentation, with formatting and animation	£ 3,53 /slide	£ - -	£ 14,11 /hour
11. Add animation to an existing PowerPoint presentation	£ 1,41 /slide	£ - -	£ 14,11 /hour
12. Automate/add timing to an existing PowerPoint presentation	£ 1,41 /slide	£ - -	£ 14,11 /hour
13. Create an index (per level [no. of levels depend on document complexity])	£ 8,46 /page*	£ 0,450 /word	£ 14,11 /hour

*Page = 400 words in 1,5 line spacing

**Reference = a paragraph giving all the details of a book, article, etc. that is referred to in the text.