

| Process for Individuals | USD /Unit 1 | Cents /Unit 2 | USD2 /Unit 3 |
|---|----------------------|---------------|----------------|
| 1. Format and edit a document (all-inclusive) | \$ 7,05 /page* | ##### /word | \$ 6,53 /hour |
| 2. Format a basic document (without the optional extras in rows 4-8) | \$ 1,31 /page* | ##### /word | \$ 6,53 /hour |
| 3. Edit a basic document (same as all-inclusive) | \$ 4,44 /page* | ##### /word | \$ 6,53 /hour |
| 4. Format and check completeness of references** | \$ 0,78 /each | \$ - - | \$ 6,53 /hour |
| 5. Check citations against references and vice versa | \$ 0,20 /reference** | \$ - - | \$ 6,53 /hour |
| 6. Format figures and tables (per page) | \$ 0,65 /each | \$ - - | \$ 6,53 /hour |
| 7. Add in-text cross-references to tables, figures, etc. (captions) | \$ 0,13 /caption | \$ - - | \$ 6,53 /hour |
| 8. Format and edit a questionnaire/survey | \$ 0,98 /question | \$ - - | \$ 6,53 /hour |
| 9. Create an Excel worksheet | \$ 9,79 /worksheet | \$ - - | \$ 6,53 /hour |
| 10. Compile a PowerPoint presentation, with formatting and animation | \$ 1,63 /slide | \$ - - | \$ 6,53 /hour |
| 11. Add animation to an existing PowerPoint presentation | \$ 0,65 /slide | \$ - - | \$ 6,53 /hour |
| 12. Automate/add timing to an existing PowerPoint presentation | \$ 0,65 /slide | \$ - - | \$ 6,53 /hour |
| 13. Create an index (per level [no. of levels depend on document complexity]) | \$ 3,92 /page* | ##### /word | \$ 6,53 /hour |
| Process for Companies (3 times individual rates) | USD /Unit 1 | Cents /Unt 2 | USD2 /Unit 3 |
| 1. Format and edit a document (all-inclusive) | \$ 21,15 /page* | ##### /word | \$ 19,58 /hour |
| 2. Format a basic document (without the optional extras in rows 4-8) | \$ 3,92 /page* | ##### /word | \$ 19,58 /hour |
| 3. Edit a basic document (same as all-inclusive) | \$ 13,31 /page* | ##### /word | \$ 19,58 /hour |
| 4. Format and check completeness of references** | \$ 2,35 /each | \$ - - | \$ 19,58 /hour |
| 5. Check citations against references and vice versa | \$ 0,59 /reference** | \$ - - | \$ 19,58 /hour |
| 7. Add in-text cross-references to tables, figures, etc. (captions) | \$ 0,39 /caption | \$ - - | \$ 19,58 /hour |
| 8. Format and edit a questionnaire/survey | \$ 2,94 /question | \$ - - | \$ 19,58 /hour |
| 6. Format figures and tables (per page) | \$ 1,96 /each | \$ - - | \$ 19,58 /hour |
| 9. Create an Excel worksheet | \$ 29,37 /worksheet | \$ - - | \$ 19,58 /hour |
| 10. Compile a PowerPoint presentation, with formatting and animation | \$ 4,90 /slide | \$ - - | \$ 19,58 /hour |
| 11. Add animation to an existing PowerPoint presentation | \$ 1,96 /slide | \$ - - | \$ 19,58 /hour |
| 12. Automate/add timing to an existing PowerPoint presentation | \$ 1,96 /slide | \$ - - | \$ 19,58 /hour |
| 13. Create an index (per level [no. of levels depend on document complexity]) | \$ 11,75 /page* | ##### /word | \$ 19,58 /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.