

Process for Individuals	Rands /Unit 1	Cents /Unit 2	ZAR /Unit 3
1. Format and edit a document (all-inclusive)	R 108 /page*	R 0,27 /word	R 100 /hour
2. Format a basic document (without the optional extras in rows 4-8)	R 20 /page*	R 0,05 /word	R 100 /hour
3. Edit a basic document (same as all-inclusive)	R 68 /page*	R 0,17 /word	R 100 /hour
4. Format and check completeness of references**	R 12 /each	-	R 100 /hour
5. Check citations against references and vice versa	R 3 /reference**	-	R 100 /hour
6. Format figures and tables (per page)	R 10 /each	-	R 100 /hour
7. Add in-text cross-references to tables, figures, etc. (captions)	R 2 /caption	-	R 100 /hour
8. Format and edit a questionnaire/survey	R 15 /question	-	R 100 /hour
9. Create an Excel worksheet	R 150 /worksheet	-	R 100 /hour
10. Compile a PowerPoint presentation, with formatting and animation	R 25 /slide	-	R 100 /hour
11. Add animation to an existing PowerPoint presentation	R 10 /slide	-	R 100 /hour
12. Automate/add timing to an existing PowerPoint presentation	R 10 /slide	-	R 100 /hour
13. Create an index (per level [no. of levels depend on document complexity])	R 60 /page*	R 0,15 /word	R 100 /hour
Process for Companies (3 times individual rates)	Rands /Unit 1	Cents /Unit 2	ZAR /Unit 3
1. Format and edit a document (all-inclusive)	R 324 /page*	R 0,81 /word	R 300 /hour
2. Format a basic document (without the optional extras in rows 4-8)	R 60 /page*	R 0,15 /word	R 300 /hour
3. Edit a basic document (same as all-inclusive)	R 204 /page*	R 0,51 /word	R 300 /hour
4. Format and check completeness of references**	R 36 /each	R - -	R 300 /hour
5. Check citations against references and vice versa	R 9 /reference**	R - -	R 300 /hour
7. Add in-text cross-references to tables, figures, etc. (captions)	R 6 /caption	R - -	R 300 /hour
8. Format and edit a questionnaire/survey	R 45 /question	R - -	R 300 /hour
6. Format figures and tables (per page)	R 30 /each	R - -	R 300 /hour
9. Create an Excel worksheet	R 450 /worksheet	R - -	R 300 /hour
10. Compile a PowerPoint presentation, with formatting and animation	R 75 /slide	R - -	R 300 /hour
11. Add animation to an existing PowerPoint presentation	R 30 /slide	R - -	R 300 /hour
12. Automate/add timing to an existing PowerPoint presentation	R 30 /slide	R - -	R 300 /hour
13. Create an index (per level [no. of levels depend on document complexity])	R 180 /page*	R 0,45 /word	R 300 /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.