

Ritchie Secretarial Service

Geography is no boundary...



Kathy A. Ritchie, Owner

Master Virtual Assistant (MVA)

VACertification.com

Master Microsoft Word

970-522-0336 Office

303-600-4716 Fax

kritchie@thebestva.com

www.thebestva.com

Sterling, CO USA

Commitment to Quality:

Ritchie Secretarial Service is committed to quality customer service and affordable pricing. If at any time, you are not completely satisfied, Ritchie Secretarial Service will fix it for free or offer a full refund.

Prices Effective until 01/09

Hourly Rate

RSS prefers to charge a simple hourly rate for most services.

<i>Service</i>	<i>Quantity</i>	<i>Price</i>
Hourly Rate	1	\$45.00

Life Telephone Answering (Virtual Receptionist)

RSS can answer your calls, take your messages, and even transfer to you anywhere in the country.

<i>Service</i>	<i>Quantity</i>	<i>Price</i>
Virtual Receptionist	1	Hourly Rate

*Minimum Fee \$25.00 per month unless services are over this amount (non-dedicated line).

*If reserving a dedicated line, a \$20 fee applies, on top of usage.

Mail Drop (Let us be your 'office')

Do you need an address for your office, but don't want to rent expensive space? We can accept your mail, scan to PDF and send to you via email.

<i>Service</i>	<i>Quantity</i>	<i>Price</i>
Mail Drop	1	Hourly Rate

Desktop Publishing – All at Hourly Rate + expenses

Flyers - Newsletters - Letterhead - Brochure, Design

Business Card Templates, Custom Forms

<i>Service</i>	<i>Quantity</i>	<i>Price</i>
Brochures	1	
Business Card Templates	1 Sheet of 10	
Newsletters	3 Page	
Newsletter Extra Pages	1	
Flyers	1	
Letterhead	1	
Genealogical Newsletters	3 Page	

Word Processing – All at Hourly Rate + expenses

Regular Correspondence, Resumes,

Manuscripts, Term Papers

<i>Service</i>	<i>Quantity</i>	<i>Price</i>
Resume	Single Page	
Resume Cover/References	1	
Correspondence	1 Letter	

Internet Investigation/Research – All at Hourly Rate + expenses

Research, Reference Checks,
Investigation

<i>Service</i>	<i>Quantity</i>	<i>Price</i>
Investigation	Per Hour	
Research	Per Hour	
Reference Checking	Per Hour	

*These Services require a two hour minimum,
payable in advance.*

Spreadsheets – All at Hourly Rate + expenses

Basic Spreadsheets And
Monthly AP/AR Service

<i>Service</i>	<i>Quantity</i>	<i>Price</i>
Basic Spreadsheets	1 Page	Hourly rate

Graphic Design

Logos, buttons, banners and more. Heraldic Designs involve researching family name.
Call For More Details.

<i>Service</i>	<i>Quantity</i>	<i>Price</i>
Graphic Design	By the Image	55.00 per hour
Photograph Scanning	By the Image	55.00 per hour
Image Editing / Manipulation	By the Image	55.00 per hour

Other Services & Charges

Fax Service, Notary Public,
Print Charges

<i>Service</i>	<i>Quantity</i>	<i>Price</i>
Check Writing Service	Per Hour + Supplies	\$45.00
Email Management Service	Per Hour	\$45.00
e-Notary Public (In Person & In Colorado Only)	Per Act (signature)	\$10.00
Notary Public (In Person & In Colorado Only)	Per Act (signature)	\$5.00
Print Charge B & W	Per Page	\$0.75
Print Charge Color	Per Page	\$1.00
Subscription List Management	Per Hour	\$45.00