



AGAPE ADMINISTRATIVE SERVICES

SERVICES PRICE LIST

DOCUMENT CREATION

Brochure	\$75.00
Digital Flyer	\$40.00
Forms Creation (Print and/or electronic Registration Forms, Applications, etc)	\$50.00
Handouts/Info Packet	\$15/Page
Letterhead Creation	\$20
Letter Writing	\$25
Letter & Letterhead Combo	\$40
Newsletter (One Page Front & Back...\$15 each additional page)	\$45
One Page (Front & Back or Tri-Fold) Program	\$75
Program Book	\$125

EDITING & PROOFREADING

Document Formatting	\$150.00
Ebook Formatting	\$200.00
Ebook Formatting with Illustration (pics/graphics)	
Basic Proofreading/Editing	\$250.00 \$.10/Word

RESUME

Resume Creation	45.00
Update existing resume (from an editable document)	35.00
Update existing resume (from a non-editable document)	40.00
Cover Letter and Resume Bundle	50.00

EVENT ASSISTANCE \$25/HOUR

Conference Preparation (Packages depend on participant size and items needed)	
Meeting Assistance	
Minutes/Note taker	
Reception/Greeter	

ADMINISTRATIVE ASSISTANCE \$25/HOUR

Monthly services start at \$125 per week depending on services needed.
Equivalent of up to 5 hours of work per week