



CONSULTANCY, MANAGEMENT &
ADMINISTRATIVE SERVICES OFFERED

Consultancy services

Job Description	
international business consultancy: stake-holder engagement and influencing	120 ph
preparation of tenders and funding documents	120 ph
market research and analysis	120 ph
linking potential partners, trade or professional services and resources	120 ph
policy updates, legislation interpretation, complex reports	120 ph
in market special events coordination	120 ph
emergency phone consultation	70 ph
other services as per customised quotation	

Administrative Services

Job Description	\$ plus GST
making telephone calls /appointments (secretarial time)	\$ 70 ph
sorting /organising /posting of batch mail (excluding cost of stamps)	\$ 70 ph
re-working /editing /proofreading of pre-written /pre-formatted document	\$ 70 ph
word processing /data entry /updating /editing of a pre-written /pre-formatted document	\$ 50 ph
data entry /formatting /preparation /printing of labels for batch mail (secretarial time)	\$ 50 ph

On-Site Document Production Services

Job Description	\$
development of proforma correspondence and memos	\$50 ph
development of proforma forms (except forms requiring corporate image /logo development)	\$50 ph
desktop publishing (except jobs requiring corporate image /logo development)	\$50 ph
report writing	\$70 ph
spreadsheet	\$50 ph
development of PowerPoint materials	\$50 ph
development of presentation materials	\$50 ph
pre-printing preparation	\$50 ph

Laserprinter / Photocopier / Fax Machine and E-mail service on a Per-Use Basis:

Jobs	\$
laser printing	\$0.10 @ for succeeding pages
photocopying	\$0.30 per A4 copy \$0.40 per A3 copy \$3 per transparency (includes cost of transparency)
faxing	LOCAL FAXES: \$2.50 per fax + 10% handling fee on total cost
e-mailing	\$1 per sending (excluding keyboarding and document preparation)

Office Stationery Available On Pre-Order:

Job Description	\$
regular size envelope	\$0.20
A4 envelope and manilla folder	\$0.40
plastic sheet protector	\$0.20
A4 bond paper	\$0.40 per batch of 10 sheets \$12 per ream
laserprint / photocopier transparency	\$2
USB 4Gb	\$10

above costs are subject to price changes by suppliers

PLEASE NOTE:

- Secretarial /administration /project staff time could be purchased on request, preferably on hourly time blocks, and subject to negotiation and project consultation.
- Pro-rata rates may apply on some jobs subject to negotiation and project consultation.
- Appropriate overtime rates will apply for after-hours work and work during public holidays.
- A minimum of 50 per hour surcharge will apply for overnight jobs and rush jobs, depending on the complexity of the job requirement.