



Primacy Business Center

ADMINISTRATIVE SUPPORT SERVICES:

Secretarial and Basic Administrative Support

\$ 5.00 per 6 minute increment

Conducting internet searches to find needed information	Stuffing mail into and labeling envelopes
Going into offices to perform requested tasks	Preparing, sending out, and delivering faxes
Preparing reports from information given or by collecting information	Scheduling, confirming, and managing appointments
Preparing confidential and sensitive documents	Witnessing legal procedures of documents
Completing expense reports and/or managing spreadsheets	Changing any type of phone configuration/weekend changes
Composing, typing, and distributing meeting notes and routine correspondences	Preparing, emailing, and delivering scans
Coordinating dinner reservations and/or purchasing tickets for numerous events	
Coordinating travel arrangements: preparing itineraries, and maintaining travel vouchers and records	
Reviewing work done by others to check for correct spelling and grammar, and recommend revisions	

Word Processing Services

\$ 6.00 per 6 minute increment

Formatting, inputting, editing, transcribing, retrieving, copying, and transmitting text, data, and graphics
Completing desktop publishing, database management, and presentation graphics
Creating Microsoft PowerPoint, Excel, Publisher, and Word documents
Creating pamphlets, brochures, and presentations

Basic Technical Support Services

\$ 7.50 per 6 minute increment

Workstation Setup and Upgrades	Desktop Support
Internet Connectivity Issues	Operating Systems Upgrades
Software Installation and Configuration	Emergency IT Support
Office Relocations (hardware move and cabling)	VLAN Setup, Configuration and Modification
Zoom Setup/Connection in Conference Room	Connecting to Screen in Conference Room

SHIPPING & MAIL SERVICES

Federal Express	FedEx Rates + 20% handling fee
Metered Mail	USPS Rates + 20% handling fee
Return Receipt	USPS Rates + 20% handling fee
Certified Mail	USPS Rates + 20% handling fee

PRINTING & OTHER SERVICES

Photocopies/Prints - Black & White	\$ 0.10 per page
Photocopies/Prints - Black & White - Double Sided	\$ 0.15 per page
Photocopies/Prints - Color	\$ 0.50 per page
Photocopies/Prints - Color - Double Sided	\$ 0.75 per page
Scanning	\$ 0.05 per side
Faxes (Sent & Received)	\$ 0.50 per page
Binding	\$ 2.00 per unit
Message Tracking	\$ 4.50 each
Call Screening	\$ 4.50 each
Mail Check/Mail Forward	\$ 4.50 each
Notary	\$ 1.00 per seal
Laminating	\$ 1.50 per page
Additional or Replacement Access Card	\$ 40.00 each
Plastic Badge Holder	\$ 1.00 each
Non-Retractable Badge Clip Holder	\$ 1.00 each
Retractable Badge Clip Holder	\$ 2.00 each