

## Photograph

1. Word Perfect Office 2000 Software Program  
Photo.

---

### PRICING INFORMATION

<b>Typesetting:</b>	<b>Amount</b>
Legal documents (hourly rate) .....	\$32.00
Miscellaneous documents (hourly rate) .....	32.00
Forms .....	35.00
Contracts .....	35.00
Miscellaneous (greeting cards, menus, etc.) .....	40.00

<b>Typing:</b>	
Typing (hourly rate) .....	\$22.00
Typing (hourly rate - rush jobs) .....	32.00
Typing (after 6:00 p.m.) .....	35.00
Typing (Sunday - hourly rate) .....	42.00
Updating typed materials (minimum charge) .....	22.00

<b>Laser Prints:</b>	
Black and white text .....	\$0.50
Black and white with graphics .....	.75
Color text .....	.80
Color with graphics .....	1.25
Labels (per page) .....	1.50

*Note: prices for printing will change depending upon volume  
\$0.35 will be added for glossy prints and card stock.*

<b>Mail Merge:</b>	
Mail Merge minimum setup charge .....	35.00
Per letter printed (own letterhead) .....	.50
Per letter printed (supplied paper) .....	.75
Envelope (own paper) .....	.25
Envelope (supplied paper) .....	.50

<b>Resumes and Cover Letters:</b>	
Resumes (composing and typing) .....	75.00
Typing only (per hour charge) .....	25.00
Formatting .....	15.00
Cover letters (composing and typing) .....	40.00

<b>Additional Services:</b>	
Notary Public Services .....	3.00
Fax Locally (first page) .....	1.00
Second page and every page after .....	.50
Fax Long Distance (first page) .....	1.50
Second page and every page after .....	.50
Fax - incoming .....	.50
Tape Transcription .....	35.00

**Graphic Designs and Layouts (prepared as camera ready work)**  
for brochures, flyers, posters pamphlets, etc. (hourly rate) ..... 47.00  
Note: Includes clip art, photographs, and imported materials.

*Note: Rush jobs are \$58.00 per hour*

<b>Miscellaneous Services:</b>	
Photo copies .....	\$.010
Photo copies (legal stock) .....	12
Proofreading and editing (hourly rate) .....	22.00
Corrections and insertions (per hour charge) .....	22.00

*Volume, referral, and regular customer discounts are available.*

# OFFICE SUPPORT SERVICES



*“Specialized to Meet Your Needs”  
“Diversification is Our Business”*

**ACTIVELY WORKING AS YOUR SUPPORT SYSTEM**

***Rudison's Enterprises***

P.O. Box 1813

Buford, Georgia 30515

Office: (770) 614-5883

Fax: (678) 546-6078

Website: [www.rudisons.com](http://www.rudisons.com)

Email: [info@rudisons.com](mailto:info@rudisons.com)

Rudison's Enterprises, Inc.  
P.O. Box 1813iBuford, GA 30515

## **SPECIALIZED SERVICES**

- ◆ **Would you like to decrease employment cost while maintaining your current level of professionalism?**
- ◆ **Would you like to eliminate excess paper work from your business?**
- ◆ **Is your work load overwhelming?**
- ◆ **Would you like to have more time to generate new business?**

**Call (770) 614-5883**

**We can help...by** eliminating administrative demands and overwhelming paperwork from your business with our specialized services tailored to meet management needs. See opposite pages for One-Stop Business Center and Secretarial Services.

***"SPECIALIZED TO MEET YOUR NEEDS"***

## **ONE-STOP BUSINESS CENTER**

- ◆ **Letter Composing**
- ◆ **Business Plans**
- ◆ **Proposals**
- ◆ **Typesetting**
- ◆ **Income Taxes**
- ◆ **Fax Services**
- ◆ **Photocopies**
- ◆ **Overheads**
- ◆ **High Tech Laser Color and Photo Printing**
- ◆ **Billing Services**
- ◆ **Desk Top Publishing**
- ◆ **Camera Ready Layouts for Printing**
- ◆ **Computerized Accounting**
- ◆ **Print and Design Letterheads and Business Cards**

***"Diversification is Our Business"***

## **SECRETARIAL SERVICES**

- ◆ **Flyers**
- ◆ **Labels**
- ◆ **Reports**
- ◆ **Mail Merge**
- ◆ **Laminating**
- ◆ **Binding**
- ◆ **Resumes**
- ◆ **CD Burning**
- ◆ **Brochures/Posters**
- ◆ **Thesis/Dissertations**
- ◆ **Tape Transcription**
- ◆ **Legal Documents**

***Office: (770) 614-5883***

***Fax: (678) 546-6078***

***Email: info@rudisons.com***