



Speed With Accuracy Is Our Policy

Here at SOS Business Solutions we offer a service hard to beat, offering accurate, prompt, efficient, and professional business administration and copy services to sole traders, small to medium sized businesses, legal professionals, real estate consultants, mortgage lenders, teachers, & students.

We understand the importance of being completely client focused and the need for reliability, confidentiality together with a timely, & accurate delivery of services.

Don't delay—call us today!

SOS Business Solutions is a local business providing the perfect business solution for you, our customer, as your virtual assistant and copy service centre.

SOS Business Solutions

Unit 3/3 Industry Place
Capalaba QLD 4157

PO Box 3073
Victoria Point West QLD 4165

Phone: 07 3823 2141
Fax: 07 3259 8109
Mobile: 0412 840 174
info@sosbusiness.com.au



SOS BUSINESS SOLUTIONS

keeping your business organised

Business Administration & Copy Service Centre



a 'one stop office' for all your business administration & copy service needs...

the perfect business solution

www.sosbusiness.com.au



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keeping your business organised

Our Rates & Services Guide

SOS Business Solutions is a local business providing the Perfect Business Solution for you, our customer, as your virtual assistant and copy service centre.

All services can be provided virtually through email and fax not only specialising in formatting Business Plans, large Manuals, Tenders, Procedures, Newsletters, and Resumes but also offering other solutions for your business as set out in our brochure.

Our rates are inclusive of GST. Hourly rates are billed at ¼ hour increments. Travelling time is charged for on site visits.

BUSINESS ADMINISTRATION

Access Database Design	\$44.00 per hour
Excel Spreadsheet Design	\$38.50 per hour
PowerPoint Presentations	\$38.50 per hour
General Administration	\$33.00 per hour

- Data Entry
- Word Processing
- Travel & Accommodation Bookings
- Purchasing
- Internet Research
- Event Co-ordination
- Mail Outs

URGENT 'Yesterday Jobs' - for extremely urgent jobs a surcharge of 20% applies to the total invoice.

COPY CENTRE SERVICES

Copying & Printing*—B&W

Qty	1+	501+	1001+
A4	8c	6c	5c
A3	16c	12c	10c

Copying & Printing*—Colour

Qty	1+	51+	101+
A4	\$1.30	\$1.00	90c
A3	\$2.60	\$2.45	\$1.90

*Setup fees may apply.

CD / DVD Burning	\$4.40 per CD/DVD
Scan to Disk	\$2.20 first page \$0.55 following pages excluding disk
Scan to Document	WORD, EXCEL, PDF Proof reading if required Price on Application
Faxes—outgoing	\$2.20 first page \$1.10 following pages
Faxes—incoming	75c per page
Laminating	A4 \$2.20 each A5 \$1.10 each

Guillotining	Price on Application
Trimming	\$0.10 per cut
Comb Binding	Up to 100 pages \$2.42 each includes comb & covers
Document Collation	\$27.50 per hour
	<ul style="list-style-type: none"> • Conference Packs / Folders • Product Samples • Marketing Folders • Show Bags / Marketing Bags

STORAGE

Archive Storage & Retrieval (Document storage & scanning)	Price on Application
Marketing Material	Price on Application
Fulfillment (pick, pack, dispatch)	Price on Application

SOS MAIL SOLUTIONS

Also offering a virtual office address.

Travelling within Australia or overseas?

We can forward all your important mail directly to you wherever you are and whatever you are doing.

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- Ordinary mail
- Registered mail
- Express post
- Scan mail

SOS MAIL SOLUTIONS
keeping you in touch

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