



Pricing

Pricing a job is unique to each business or individual as several different variables go into play when doing office and project management work. As each business differs in services, the pricing process differs. A project management job can easily range from \$100 to \$100,000, depending on the complexity and length of the project. A typical administrative job can be priced hourly or by the month. The following table gives you a better idea of the pricing for some of the more common tasks. No matter what size job you have, you can [contact](#) me for a consultation and an economical price quote. I will work to give you the best price possible.

Karen Prezyna

phone: 585-457-3041

email: kap@prezyna.net

| Service | Tasks | Pricing* |
|----------------------------|---|--|
| Administrative Support | Word processing – Electronic document preparation – Digital publishing – Transcription – Newsletters and eZines – Content Writing – Proofreading and editing – Website and Email Management – Purchasing and inventory control – Faxing – Scanning – Proposals and RFPs – plus many other tasks. | Short-term help: 18.00 - 20.00/hr. |
| | If you have constant tasks that need to be done, you can integrate my services into your business at a monthly set fee. Your own dedicated Executive Assistant for 10 hours per month Your own dedicated Executive Assistant for 20 hours per month Your own dedicated Executive Assistant for 30 hours per month Your own dedicated Executive Assistant for 40 hours per month | Long-term help: inquire for a quote 195.00 /mo. 380.00 /mo. 555.00 /mo. 720.00 /mo. |
| Project Management Support | Assisting the Project Manager with the administration and coordination of projects - Gathering information for project documentation – Preparation of project charter, requirements, scope, work breakdown structure, WBS dictionary and project charts – Preparing budget summaries, progress and final reports – Tracking phases, timelines, tasks, costs, results, etc. – Coordinating and meeting with teams, stakeholders, vendors, customers and others – Software and technical assistance in the use of project software. | inquire for a quote on all projects |

*All prices are subject to change.

K.A. Prezyna is powered by:

