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## Rate Schedule:

Current as of: 1/1/2013

Description of Service	Cost / Unit
<b>General</b>	
Minimum Labor Charge/Travel Time (>15 mi radius)	\$50.00 / hour minimum
<b>Prototypical Mechanical Systems Services and CAD</b>	
Consultation*	\$50.00 / hour minimum
Concept Development*	\$50.00 / hour minimum
Mechanical Design*	\$50.00 / hour minimum
Technical Writing*	\$50.00 / hour minimum
3D CAD Modeling/Rendering*	\$50.00 / hour minimum
2D CAD Drafting*	\$50.00 / hour minimum
<b>Computer</b>	
Consultation*	\$50-\$100 / hour
Computer System Repair/Installation*	\$50-\$100 / hour
Training*	\$60-\$85 / hour
Graphic Arts/Desktop Publishing/Computer Illustration	\$50.00 / hour
Layout & Design, Web Page & Site Design	\$50.00 / hour
Word Processing/Typesetting/Typespecing	\$50.00 / hour
<b>The following Services are subject to various factors and will be quoted upon request. Prices shown are offered for estimation and reference only.</b>	
<b>Scanning</b>	
Black & White Scans up to 8-1/2" x 11" (Low Res-300 dpi)	\$3.00 / ea
Grayscale & Color Scans up to 8-1/2" x 11" (Low Res-300 dpi)	\$8.00 / ea
<b>Photography (Documentary)</b>	
Digital Imaging (Processing Time and Printing Not Included)	\$3.00 / ea image
Photographic 35mm (Film, Processing, Proofs and Printing Not Included)	\$10.00 / ea image
Setup Time and Materials Not Included	
<b>Optical Character Recognition</b>	
Per 8-1/2"x11" Page (Normal 12pt orig.) w/Spell Check	\$10.00 / ea
Per 8-1/2"x11" Page (Complex or small original) w/Spell Check	\$15.00 / ea
<b>Other</b>	
Photo Retouching, Manipulation, and Special Effects	Quote
Domain name (Research and establishment)	Quote
Domain Hosting	Quote
Video Transfer (VHS>DIGITAL)	N/A
Video Editing, Video-Photo Montage, Video Collage	Quote
Electronic Virus Management Fee	\$45.00 / ea instance
Faxing	\$5.00 / ea pg
Email (over 1MB) Send and/or Receive	\$2.00 ea 1MB or fraction
Comps, Adobe Acrobat Formats	\$5.00 / ea 1MB or fraction
CD Storage	\$10.00 / ea
Data Archival Storage (Non CD)	\$40.00 / ea 10MB
Electronic Medium Conversion	Quote

### NOTE:

- The rates outlined above, or others with specific conditions, are subject to change (prior to contract or job acceptance)
  - Rates, which are intrinsically linked to outside products, services, or mediums, are subject to change
  - Estimates can be assumed valid for up to 30 days from date of estimate, but may be impacted by extenuating circumstances
  - There is a minimum or nominal charge (see rate schedule) of one hour
  - A Rush/Overtime Charge will be incurred on projects that require time to be devoted to it which exceed our normal business hours or which encroach upon another project, whether it be previously or recently acquired. Generally, a rush charge may be 10%-20% of the overall charges. On extended projects, any work over eight hours in a 24-hr period or more than forty hours in a work week, will receive standard time and one-half charge of the billing for that work (Please refer to California AB60, "Eight Hour-Day Restoration and Work Place Flexibility Act of 1999"). Work falling on a U.S. standard national, or religious holiday or exceeding fifty hours per work week will be charged double the billing rate for that work.
  - We do NOT participate in "Pay-When-Paid" schemes. You are contracting with us to perform a task. When we complete that task we expect to be compensated at that time, not when, or if, you get paid by your client or source. The Supreme Court has ruled that such practices are illegal. Our vendors expect to get compensated on time and so do we. We are not in business to "fund" your project with our time, talent, and expertise (See *Past Due Accounts* below).
  - All time is charged in 1/2-hour increments (after the nominal charge)
  - Quarter-hour increments or fractions are rounded down to the nearest half-hour
- \*Subject to work scope and/or duration. Determined upon Estimate generation and may change if work scope changes or from other influencina variables.**

## Terms and Conditions

### All Orders are C.O.D.:

ALL orders require a 50% deposit;  
 Balance on delivery (Deposits are non-refundable)

### Project Billing:

Extended projects (>1 week): 1 week deposit, weekly payment thereafter, less last week.

### Estimates:

All estimates are just that, Estimates. They are not "Flat Fee" or "Not To Exceed" or in any way final. Final costs may be lower or higher based on the actual time, scope, and requirements of the project.

Scope changes or inaccurate scope definitions may affect final cost(s).

### Flat Fee Projects:

50% deposit, 25% on initial review; 25% on delivery

### Deposits:

ALL deposits are non-refundable and may serve as a cancellation fee

### Expenses:

All project-related fees, expenses, taxes, printing, and shipping are additional costs and are not included in estimates

### Returned Checks:

A minimum \$35 service charge will be added on all returned checks

### Open Accounts:

Net 24 hours - Unless otherwise mutually agreed upon in writing

### Past Due Accounts:

A 15% finance charge, or "Vendor Financing fee", is effective 15 calendar days after date of invoice. Accounts over 60 days are subject to collection action. This fee is applied, and accrued weekly on all outstanding compensation. If there is work in progress during an outstanding balance period, all work will be suspended until your account is brought up to date.

All finance charges and costs incurred to process collection, including court costs, will be added to the balance due.