

# PRICE LIST

## CKS ONLINE ADMIN ASSIST



For more information or specific contracts, please contact us by email at [info@cksoaa.ca](mailto:info@cksoaa.ca).

### ADMINISTRATIVE SERVICES AVAILABLE IN FRENCH AND IN ENGLISH

<b>CORRECTION AND REVISION</b> English or French	<b>RATES</b> \$0.20/word
<b>CORRECTION AND REVISION</b> <b>STUDENT OF A POST-SECONDARY INSTITUTION</b> <i>(With proof of school attendance)</i> English or French	<b>RATES</b> \$0.10/word
<b>TRANSLATION</b> English - French or French - English	<b>RATES</b> \$0.20/word
<b>CORRECTION, REVISION AND TRANSLATION</b> English or French	<b>RATES</b> \$0.30/word
<b>SUBTITLING</b> <i>(From audio file)</i> English or French	<b>RATES</b> <i>Based on initial audio source</i> \$8.00/audio minute
<b>TRANSCRIPTION</b> <i>(From audio file)</i> English or French	<b>RATES</b> <i>Based on initial audio source</i> \$4.00/audio minute
<b>TRANSLATION</b> <i>(From audio file)</i> English - French or French - English	<b>RATES</b> <i>Based on initial audio source</i> \$17.00/audio minute

### ONLINE DELIVERY TIMES

<b>DEADLINE</b> More than 14 days - No charge, no maximum 14 days - Maximum of 2,000 words 7 days - Maximum of 1,000 words 48 hours - Maximum of 500 words	<b>FEES</b> \$0.00 \$29.99 \$39.99 \$49.99
<b>DEADLINE FOR STUDENTS</b> More than 14 days - No charge, no maximum 14 days - Maximum of 2,000 words 7 days - Maximum of 1,000 words 48 hours - Maximum of 500 words	<b>FEES</b> \$0.00 \$9.99 \$19.99 \$29.99

### ADDITIONAL INFORMATION

For estimating purposes, a page is equivalent to a Word-style processed page, with default margins, one and a half line spacing, and a 12-point Times New Roman font. A page is therefore equivalent to approximately 450 words.

Please use a NON-PDF format (Word, Excel, PowerPoint, etc.) so that we can know the word count of your document.

For PDF files, there is an additional charge of \$ 5.00 so that we can transfer the file to Word, make changes and then submit it as a PDF.

### GUARANTEED SATISFACTION

Should you not be satisfied with the revision or correction performed, we will make the necessary adjustments to the document at no additional charge, unless your requirements have changed since the initial agreement.

### PAYMENT DEADLINE

Half of the total payment is required once an agreement is reached between both parties.

Net term of 15 days, unless otherwise agreed with the customer. After this period, interest charges of 2% per 15 days will apply.

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