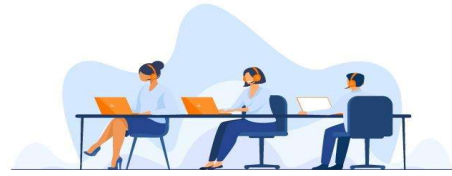


# PRICE LIST

## 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

#### CORRECTION AND REVISION

English or French  
Urgent

**RATES**  
\$ 0.20 / word  
\$ 0.40 / word

**MINIMUM PRICE**  
\$ 90.00  
\$ 180.00

#### CORRECTION AND REVISION

##### STUDENT OF A POST-SECONDARY INSTITUTION

*(With proof of school attendance)*

English or French  
Urgent

**RATES**  
\$ 0.10 / word  
\$ 0.20 / word

**MINIMUM PRICE**  
\$ 30.00  
\$ 60.00

#### DATA INPUT

English or French  
Urgent

**RATES**  
\$ 40.00 / hour  
\$ 60.00 / hour

**MINIMUM PRICE**  
\$ 80.00  
\$ 120.00

#### SUBTITLES

English or French  
Urgent

**RATES**  
\$ 2.00 / minute  
\$ 4.00 / minute

**MINIMUM PRICE**  
\$ 120.00  
\$ 240.00

#### TRANSLATION

English – French or French – English  
Urgent

**RATES**  
\$ 0.20 / word  
\$ 0.40 / word

**MINIMUM PRICE**  
\$ 90.00  
\$ 180.00

#### TRANSCRIPTION

English or French  
Urgent

**RATES**  
\$ 2.00 / minute  
\$ 4.00 / minute

**MINIMUM PRICE**  
\$ 120.00  
\$ 240.00

### ONLINE DELIVERY TIMES

#### DEADLINE

15 days and more  
From 8 to 14 days  
From 3 to 7 days  
From within 24 hours to 2 days

**FEES**  
\$ 0.00  
\$ 10.00  
\$ 25.00  
\$ 50.00

**RATES**  
RELAXED  
STANDARD  
FAST  
URGENT

#### DEADLINE FOR STUDENTS

15 days and more  
From 8 to 14 days  
From 3 to 7 days  
From within 24 hours to 2 days

**FEES**  
\$ 0.00  
\$ 5.00  
\$ 10.00  
\$ 25.00

**RATES**  
RELAXED  
STANDARD  
FAST  
URGENT

### 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 month will apply.

[info@cksoaa.ca](mailto:info@cksoaa.ca)