

**INDIGO GIRL - Professional Business Services**  
Innovative solutions to enhance your work-life experiences

**Rates**



**Virtual Assistant – Your Girl Friday Services**

For services included click [here](#) or for a personalized quote contact us [here](#) \*

<b>Word Processing, Writing and Editing, Publishing</b>	<b>From £25 per hour</b>
<b>Presentation/Marketing</b>	<b>From £20 per hour</b>
<b>Spreadsheets/Bookkeeping</b>	<b>From £25 per hour</b>
<b>Database</b>	<b>From £50 for initial set up and from £50 per 100 entries</b>
<b>Research</b>	<b>From £25 per hour</b>
<b>Technology</b>	<b>Price on application - from £30 per hour</b>
<b>Administrative Services</b>	<b>From £20 per hour</b>
<b>Project Management</b>	<b>Price on application</b>

**IT Helpdesk Solutions**

For services included click [here](#) or for a personalized quote contact us [here](#) \*

<b>PC Setup &amp; Connection</b>	<b>From £80 per PC</b>
<b>Data Transfer</b>	<b>From £80 per PC/Drive</b>
<b>Software Installation</b>	<b>From £80 per PC</b>
<b>Driver Download/Installation</b>	<b>From £25 per hour</b>
<b>Remote Assistance</b>	<b>From £25 per hour</b>

**PC and Laptop Builds**

For services included click [here](#) or for a personalized quote contact us [here](#)

<b>*PC Builds</b>	<b>Price on application according to specification and needs</b>
<b>Laptop Builds</b>	<b>Price on application according to specification and needs</b>
<b>Home/Small Office Wireless/Wired Network Design/Installation</b>	<b>Price on application according to specification and needs</b>

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PC and Laptop maintenance and repairs

For services included click [here](#) or for a personalized quote contact us [here](#)

Routine Maintenance	From £35 per PC per month
PC Health Check	From £50 per PC
PC Repair	From £40 per hour
Upgrade/Memory Installation	From £40 per hour
Hardware Installations	From £40 per hour
Software Installation	From £25 per hour
Network Maintenance and repairs	From £100 for 5 hours per month
	From £200 for 10 hours per month
	From £350 for 20 hours per month

Training

For services included click [here](#) or for a personalized quote contact us [here](#) \*

Time Management	Price on application according to needs
Management	Price on application according to needs
Managing Change	Price on application according to needs
Project Management	Price on application according to needs
Word	Price on application according to needs
Excel	Price on application according to needs
Access	Price on application according to needs
PowerPoint	Price on application according to needs
EDCL	Price on application according to needs
Business Mentoring/Coaching	Price on application according to needs

\* Retainer rates for services on application [here](#)