



A-PRO PROFESSIONAL SERVICES LLC

CLIENT RATE SHEET

Administrative • Operations • Project & Management Support

Reliable business support, thoughtfully tailored to your project. Final pricing is confirmed in writing after a brief scope review.

PROFESSIONAL SERVICE RATES

SERVICE	HOURLY RATE
Administrative & Document Support	\$55/hr
Reporting, Data & Records Management	\$60/hr
Inventory / Asset / Vendor Coordination	\$65/hr
Facilities & Property Coordination	\$70/hr
Project & Operations Coordination	\$75/hr
Management / Business Consulting	\$90/hr

POPULAR PROJECT PACKAGES

Document / SOP cleanup and formatting	\$250 - \$750
Spreadsheet, tracker, or recurring report setup	\$350 - \$1,000
Vendor / market / pricing research package	\$300 - \$900
Inventory or asset tracking setup / audit support	\$500 - \$2,500
Process review with written improvement recommendations	\$750 - \$2,000
Short-term project coordination package	\$1,000 - \$3,500

STANDARD ENGAGEMENT TERMS

- 2-hour minimum for hourly assignments.
- Rush or client-required after-hours work may be billed at a 25% premium.
- Projects under \$500 are generally paid in advance; larger projects typically require a deposit.
- Retainer packages are paid in advance. Final pricing is confirmed in writing after scope review.

APRIL CARRUTHERS | MANAGING MEMBER

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