

DILIGENT OFFICE HANDS.

(Extra hands for all your typing/admin needs)

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“Personal Touch” Festive Greetings Service

Make your mark – add a personal touch to your season’s greetings this year.

PRICING GUIDE: 2009

Service description	Price PER ITEM with chosen service applied					
	1-4 items	5-9 items	10-19 items	20-49 items	50-99 items	100+ items
Filling of envelope with pre-printed card	€0.10	€0.10	€0.09	€0.08	€0.07	€0.05
Hand-written personal message in card	€1.00	€0.95	€0.90	€0.88	€0.80	€0.75
Hand-written recipient address on envelope	€0.50	€0.49	€0.45	€0.44	€0.40	€0.38
Hand-written return address on envelope	€0.50	€0.49	€0.45	€0.44	€0.40	€0.38
Affixing recipient address labels (provided by customer) to envelope	€0.05	€0.05	€0.05	€0.04	€0.03	€0.02
Affixing return address labels (provided by customer) to envelope	€0.05	€0.05	€0.05	€0.04	€0.03	€0.02
Service provider to purchase and affix the postage stamp (rates apply to standard sized envelopes)	Stamp price plus €0.05	Stamp price plus €0.05	Stamp price plus €0.05	Stamp price plus €0.04	Stamp price plus €0.03	Stamp price plus €0.02
Affixing of postage stamp (provided by customer) to envelope	€0.05	€0.05	€0.05	€0.04	€0.03	€0.02
Mailing of all stamped items in the completed order	€2.50 flat rate irrespective of order size					

For item counts greater than 500 items (matching card and envelope are counted as a single item), contact diligentofficehands@gmail.com for a personalized quotation.