

Service	Description	Prices in € excl. VAT
A. Basic packages		
Assistance	You need to increase your work force temporarily, a contact person during your absence, assistance for your correspondence and the internet and organization of your office	15 € / hour 98 € / day
Virtual office	Mail and telephone address (fax), e-mail address, automatic forwarding	starting from 40 € / month
Full secretariat	Secretarial service on a daily basis, in your / our office rooms	starting from 98 € / day
Office-Relocation	Secretarial service as an interim solution and relocation support with all services necessary	by arrangement
B. Individual services		by the hour
	Correspondence	15 €
	Correspondence and proofreading in English, French, and German	23 €
	Internet research and research into projects and topics	15 €
	Translations	from 23 €
	Desk Top Publishing	from 19 €
C. Special services		
Publications	Preparation, editing, camera-ready copies	on demand
Event management	From the concept to the event, event marketing	on demand
Project management	Project planning and controlling	on demand
Business planning	Business planning and accounting	on demand
D. Your profile	Custom tailored to your individual demands	on demand
Price list		
valid until December 31, 2008		

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