**Price Sheet**

**Administrative, Office & Clerical**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Job Title** | **Regular Pay Rate – Low** | **Regular Pay Rate – High** | **Regular Markup** | **Regular Bill Rate – Low** | **Regular Bill Rate – High** | **Overtime Markup** | **Overtime Bill Rate - Low** | **Overtime Bill Rate - High** |
| Administrative Assistant |  |  |  |  |  |  |  |  |
| Administrative Assistant - Executive |  |  |  |  |  |  |  |  |
| Clerk – Data Entry |  |  |  |  |  |  |  |  |
| Clerk – Document Reviewer |  |  |  |  |  |  |  |  |
| Clerk –Loans |  |  |  |  |  |  |  |  |
| Clerk – Mailroom/Facilities |  |  |  |  |  |  |  |  |
| Clerk – Typist |  |  |  |  |  |  |  |  |
| Communications Assistant |  |  |  |  |  |  |  |  |
| Communications Specialist |  |  |  |  |  |  |  |  |
| Customer Service Representative (Day) |  |  |  |  |  |  |  |  |
| Customer Service Representative (2nd Shift) |  |  |  |  |  |  |  |  |
| Customer Service Representative (Evening) |  |  |  |  |  |  |  |  |
| Editor |  |  |  |  |  |  |  |  |
| Graphics Designer |  |  |  |  |  |  |  |  |
| Human Resources Generalist |  |  |  |  |  |  |  |  |
| Human Resources Specialist |  |  |  |  |  |  |  |  |
| Legal Assistant/Secretary |  |  |  |  |  |  |  |  |
| Legal Specialist |  |  |  |  |  |  |  |  |
| Marketing Assistant |  |  |  |  |  |  |  |  |
| Marketing Specialist |  |  |  |  |  |  |  |  |
| Office Manager |  |  |  |  |  |  |  |  |
| Paralegal |  |  |  |  |  |  |  |  |
| Program Administrator |  |  |  |  |  |  |  |  |
| Project Manager |  |  |  |  |  |  |  |  |
| Project Specialist |  |  |  |  |  |  |  |  |
| Public Relations Specialist |  |  |  |  |  |  |  |  |
| Receptionist/Greeter |  |  |  |  |  |  |  |  |
| Technical Writer |  |  |  |  |  |  |  |  |