



## Apex Bizness Solutions

155 Westridge Pkwy Ste 209  
McDonough, Georgia 30253

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### Apex Bizness Solutions Rates and Terms

Apex provides quality service at competitive rates. At Apex we realize that every client has individual needs. Our pricing structure is designed to offer a range of options to best suit your business.

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#### [Administrative Services](#) - Click on the link for additional information

Package	Monthly Hours	Cost
Copper	5	\$125
Silver	15	\$352
Gold	30	\$660
Platinum	40	\$800

#### [Marketing Services](#) - Click on the link for additional information

Package	Monthly Hours	Cost
Copper	5	\$199
Silver	15	\$599
Gold	30	\$1180
Platinum	40	\$1399

#### [Bookkeeping Services](#)- Click on the link for additional information

Package	Monthly Hours	Cost
Copper	5	\$125
Silver	15	\$352
Gold	30	\$660
Platinum	40	\$800

#### [Website Maintenance](#)- Click on the link for additional information

Package	Monthly Hours	Cost
Copper	3	\$150
Silver	6	\$288
Gold	10	\$450
Platinum	15	\$599

#### [Website Design Services](#)- Click on the link for additional details

Package	Pages- (Standard)	Cost
Copper	5	\$199
Silver	10	\$399
Gold	15	\$899
Platinum	20	\$1099

#### **Other Services:**

#### [Transcription Services](#)- Click on the link for additional details

#### [Virtual Assistance Coaching Services](#)- Click on the link for additional details

#### [Product Order Fulfillment Services](#)- Click on the link for additional details



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Don't get overwhelmed by our pricing structure. Contact us today for a free consultation. Don't see a package that suits you? No worries, **WE CAN TAILOR A PACKAGE TO FIT YOUR COMPANY'S NEEDS!**

### **Consultations**

Communication is plays a vital part in the services we provide. The purpose of the consultation is for us to figure out where you are at, where you want to go, and what steps we need to take to get there.

### **Terms of Work**

All assignments must be accompanied by instructions (written and presented via courier delivery, fax or email; or verbal and summarized in writing via email) and/or a sample or any other clear description of the Client's expectation for the final product. Contractor will not commence work and Client will not consume hours on the assignment until such instruction and/or description is received. Client agrees that any changes to the original instruction will require similar notice.

In the event Client deems completed assignment incorrect or incomplete, Contractor will make corrections.

1. The time required to make corrections that are the result of Contractor error will not be billed to the Client.
2. The time required making corrections that are the result of the Client's miscommunication of instruction or failure to provide necessary or accurate base information will be billed to the client.

### **Billing**

All rates are based on actual hours worked, and are billed in 15-minute increments. All website services will be billed at a minimum of one hour.

### **Refunds**

Due to the nature of our business, Apex Bizness Solutions does not offer refunds. In the event that a client is not satisfied with the work completed and it is an error of Apex; Apex will re-do the project or task. If after the second attempt of the project, the client is unhappy, Apex will issue a line of credit. We will not re-do work because of wrong or missing information where the client is at fault.



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### **Payment Options**

- Payments can be made directly on our website
- PayPal Invoice by email
- Payment via mail using credit card, check or money order
- Pay by Phone

### **Reimbursement of Expenses**

The Contractor shall be entitled to reimbursement for the following out-of-pocket expenses, if the Client expressly authorizes the expenses ahead of time. (Copies of all receipts will be provided to the Client to substantiate reimbursement of expenses.)

- Postage
- Delivery/Shipping Fees
- Copying
- Printing and artwork
- Project-related long-distance telephone calls
- Other authorized expenses purchased solely for the Client

\* There is a \$35 processing fee added to all returned checks.

### **Confidentiality/Privacy Policy**

Apex Bizness Solutions recognizes that the Client has and will have the following proprietary information:

- Products
- Prices
- Costs
- Discounts
- Future plans
- Client database
- Business affairs
- Personal information
- Other information (collective "Information") which is valuable, special and unique assets of the Client

Apex Bizness Solutions agrees not to, at any time or in any manner, either directly or indirectly, use any Information for Apex's own benefit, or divulge, disclose, or communicate in any manner any information to any third party without the prior written consent of the Client. Apex Bizness Solutions will protect the Information and treat it as strictly confidential. A violation of this article shall be a material violation of this Agreement.



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### **Confidentiality After Termination**

The confidentiality provisions of this Agreement shall remain in full force and effect after the termination of this Agreement.

### **Return of Records**

Upon termination of this Agreement, the Contractor shall deliver all records, notes, data, memoranda, models and equipment of any nature that are in the Contractor's possession or under the Contractor's control and that are the Client's property or relate to the Client's business **ONCE ALL OPEN INVOICES ARE PAID.**

### **Referrals**

We truly appreciate the generous word-of-mouth references of our satisfied clients to their colleagues or acquaintances. Clients whose referrals result in a secured contract with a new client will receive a 20% discount or \$25.00 off their next invoice (whichever is greater between the two)! Clients whose referrals result in a one time project will receive a 10% discount or \$10.00 off their next invoice (whichever is greater between the two)!