

RATE DETAILS

The following list provides rate conditions and additional fees, if applicable. Other price considerations are text quality, text length, and short deadlines.

	Rate	Comments
Basics		
Minimum charge	1 hour	
After 1 hour	every 0.5 hr.	
Fewer than 10 pages	per hour	1 page = 1500 characters (incl. spaces)
More than 10 pages	per page	
Follow-up edit / review author's revisions, questions	per hour	per client request
Formatting		
Document formatting	per hr.	table of contents, parag., headers, sections, etc.
Reference formatting	per hr.	bibliography, footnotes, etc.
File types		
PDF files	per hour	
PowerPoint files	per hour	
Timing		
Weekend fee	total + 25%	including German holidays
Express fee	total + 25%	within 24 hrs. or for large projects with short deadlines
Project cancellation	15% of total	€ 50 min. / € 200 max.
Other services		
Copywriting		per hour
In-house style sheet consultation / creation		by arrangement
On-location editing (in Berlin)		per hour
On-location editing (outside of Berlin)		per ½ day rate / day rate (plus expenses)