



Professional Computing Solutions
SOLUTIONS FOR YOUR COMPUTING PUZZLES!

Billing

Typically a fixed-bid model is used when submitting estimates to a potential client to help control project cost overruns. However, smaller projects may require billing hourly for productive time completed at our location or the client.

Discounts

Discounts are available for Holland Area Chamber of Commerce members, contract or retainer and military (active or retired).

Terms

For a client committing to a monthly maintenance agreement, retainers are due at the beginning of each month. All other terms are NET 30 days from the Invoice date unless otherwise specified by contract. A finance charge of 1 ½% per month will be added to all past due accounts.

Cancellations

A twenty-four (24) hour minimum is required for all appointment cancellations. If a cancellation is made on the same day, a one hour standard consulting fee will be billed.

Expenses

Reimbursement for all reasonable and customary expenses are expected. The client is responsible for airfare (business class), hotel, transportation, meals and parking fees. Car travel is billed at 0.36 cents per mile for travel outside the fifty mile (50) radius of the main office. Margins are not added to any expenses and if a discount is available, the discount is passed on to you.

Rates

Item	Standard Rate	Discount Rate
Consulting	\$125.00 per hour	\$100.00 per hour
Programming	\$80.00 per hour	\$55.00 per hour
Technical Support ¹	\$90.00 per hour	\$65.00 per hour
Data Recovery	\$50.00 per hour	NONE
Data Recovery ²	\$350.00 (flat fee)	\$325.00 (flat fee)

¹ Applications **not** developed by Professional Computing Solutions

² The first 1TB (terabyte) of data. A \$50.00 fee is charged per 1TB (terabyte) thereafter.