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

At the present time, discounts are available for Holland Area Chamber of Commerce members, by 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

Reimbursements for all reasonable and customary expenses are expected. The client is responsible for airfare (business class), hotel, transportation, meals and parking fees. When car travel is necessary, it will be 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 the client.

Rates

Item	Standard Rate	Discount Rate
Consulting	$125.00 per hour	$100.00 per hour
Programming [1]	$80.00 per hour	$55.00 per hour
Technical Support [2]	$90.00 per hour	$65.00 per hour
Data Recovery	$50.00 per hour	**NONE**
Data Recovery [3]	$350.00 (flat fee)	$325.00 (flat fee)

[1] This rate is for Software Key or Password Recovery and a 1 hour minimum charge is applied

[2] Applications **not** developed by Professional Computing Solutions are billed at $90.00 per hour

[3] This charge is for the one 1TB (terabyte) of data. A $50.00 fee per 1TB (terabyte) is applied thereafter