



## LS&P RATE SCHEDULE

### **BASE RATES:**

A) Hourly:	\$ 90.00	Office Related Work - Reports, Phone, etc.
	\$ 50.00	In house secretarial services and design
B) Daily:	\$ 1,500.00	Research, Travel Related Functions, i.e., Meetings, On Site Services, Reports, Telephone Work, etc.

- Above rate schedules are based on all work performed during a normal work day/week (Monday through Friday). Rates for work performed after eight (8) hours, on weekends and U.S. National Holidays will be billed at a 50% premium for those hours or days.
- Projects requiring travel will be billed portal to portal.

### **TRANSPORTATION:**

- Airfares will be billed at the total, actual, round trip charges from Austin International Airport at coach (Y) fares unless otherwise agreed to in writing, in advance.
- Auto Rentals will be billed at actual rental rates for a standard size car plus fuel costs, as applicable.
- Transportation to and from airports will be billed \$30.00, each way, plus associated parking fees, as incurred.
- Mileage will be billed at IRS scheduled rates at time of service, portal to portal
- Meals, lodging and miscellaneous charges will be billed at the actual costs incurred.

### **TERMS:**

- **Payment due in full upon receipt of LS&P invoice unless otherwise agreed to, in writing, in advance.**

Terms accepted by: \_\_\_\_\_ Date: \_\_\_\_\_

Company: \_\_\_\_\_ Position: \_\_\_\_\_

Requested Date(s) for Service: \_\_\_\_\_



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