



Sonoran Digital

Bringing information technology to you... and making IT work.

P.O. Box 40876 Tucson, Arizona 85717 Fax: (520) 320-6168 Phone: (520) 320-6166

FEE SCHEDULE

LABOR AND MATERIAL COSTS

Trey Black bills regular time (7-7, Monday through Friday) at \$75 per hour for general IT management activities and \$90 per hour for network management and troubleshooting. Associates are billed at \$60 per hour. Billable time includes research, consultation, training and all other time spent in support of a client, including telephone calls. Overtime, which is time spent outside of regular business hours and on weekends and holidays, is billed at one and a half times the rates referred to above. Overtime is never billed without your approval. Hourly fees include clerical costs, office equipment and supplies, and local telephone service. Time is billed to the nearest tenth of an hour, including telephone calls.

Expenditures made on behalf of clients are passed on at our cost plus an administrative fee, which is either 10% of the monies expended by Sonoran Digital or \$10, whichever is less. The administrative fee is strictly intended to cover the cost of accounting activities for the expenditures. Examples of such expenditures would be the purchase of hardware or software, using a Sonoran Digital credit card, whether at a local vendor or on the Internet. Through our long-time relationship with SWS Electronics, we can deliver hardware from SWS at their shelf price, with no additional accounting surcharge.

INITIAL CONSULTATION

Should you wish to discuss a consulting arrangement with us, our first hour in your office is at no obligation. Should you subsequently decide to use our services, you will be billed for the time and travel expended on the initial consultation.

TRAVEL

For the purposes of calculating travel charges, you will be assigned a "zone number", much like those used in calculating postage rates. Zones are centered on our offices near Prince and Country Club. Your zone number roughly corresponds to the mileage between our offices and yours. For example: clients in Zone 4 are between 3 and 4 miles from our offices. The travel charge for each site visit is calculated by multiplying your zone number times \$3.

LONG DISTANCE

Sonoran Digital does not charge for long distance toll calls made on behalf of clients.

FEE SCHEDULE (cont'd)

BILLING

Sonoran Digital bills on a monthly basis for ongoing support, unless other arrangements are made with a particular client. Statements include all of the direct labor, materials, and services expended up to the date of the bill and will reflect detailed charges for professional services, travel and reimbursable material costs. Some charges may be summarized, but details of all charges are available on request.

TERMS

Payment terms are **due upon delivery of our statement**, unless otherwise specified in the contract. Overdue accounts will be charged a finance charge of one and one-half (1.5%) per month. Clients with seriously overdue accounts are subject to termination of services.