

Worksheet 6: Rate Sheet Fill-In Template

Delaware's legal and financial markets command professional rates. NO sales tax is a pitch advantage — mention it to clients. Document delivery and proof-of-delivery are expected on every run.

Business Name: _____

Phone: _____

Email: _____

Service Area: _____

e.g. Wilmington Metro + Newark + Dover + Philadelphia corridor

Service Type	Delaware Market Range	Your Rate
Standard same-day (under 15 mi)	\$55-\$95	
Per mile after 15-mile base	\$1.75-\$2.75/mile	
Rush delivery (1-hour pickup)	\$95-\$165	
Dedicated hourly rate	\$65-\$110/hr	
Medical / specimen transport	\$70-\$120	
Legal document / court filing (Chancery Court)	\$75-\$130	
Banking / financial document run	\$70-\$120	
Life sciences / pharma courier	\$80-\$135	
Wilmington to Newark, DE (12 mi)	\$50-\$75/run	
Wilmington to Dover (50 mi)	\$115-\$155/run	
Wilmington to Philadelphia (28 mi)	\$80-\$115/run	
Wilmington to Baltimore (65 mi)	\$145-\$195/run	
After-hours / weekend surcharge	20-30% above base	
Holiday surcharge	50% above base	
Waiting time (after 15 min)	\$1.00-\$1.75/min	

PAYMENT TERMS

- ☐ Net 15 days for recurring clients
- ☐ Net 30 days for law firms and large financial institution clients
- ☐ Due on delivery for new clients (first 3 runs)
- ☐ Credit card surcharge: ____% (if applicable)