

Worksheet 6: Rate Sheet Fill-In Template

Complete this rate sheet before your first client outreach call. Illinois market ranges provided — fill in YOUR rates. Print and keep handy for client conversations.

Business Name: _____

Phone: _____

Email: _____

Service Area: _____

e.g. Chicago Metro + I-55 Corridor + Springfield

Service Type	Illinois Market Range	Your Rate
Standard same-day (under 15 mi)	\$55-\$95	
Per mile after 15-mile base	\$2.00-\$3.00/mile	
Rush delivery (1-hour pickup)	\$95-\$165	
Dedicated hourly rate	\$65-\$110/hr	
Medical / specimen transport	\$70-\$125	
Pharmaceutical / clinical delivery	\$75-\$135	
Legal document / court filing	\$70-\$120	
Chicago to Springfield (200 mi)	\$310-\$390/run	
Chicago to Peoria (165 mi)	\$265-\$340/run	
Chicago to Rockford (90 mi)	\$155-\$210/run	
After-hours / weekend surcharge	20-30% above base	
Holiday surcharge	50% above base	
Waiting time (after 15 min)	\$1.00-\$1.50/min	

PAYMENT TERMS

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

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