

Worksheet 6: Rate Sheet Fill-In Template

Pennsylvania commands premium rates in both Philadelphia and Pittsburgh. Include E-ZPass toll reimbursement language for any Turnpike runs — tolls add up on cross-state routes.

Business Name: _____

Phone: _____

Email: _____

Service Area: _____

e.g. Philadelphia Metro + University City + Lehigh Valley

Service Type	Pennsylvania Market Range	Your Rate
Standard same-day (under 15 mi)	\$60-\$100	
Per mile after 15-mile base	\$2.00-\$3.00/mile	
Rush delivery (1-hour pickup)	\$100-\$175	
Dedicated hourly rate	\$70-\$120/hr	
Medical / clinical specimen transport	\$75-\$130	
UPMC / Penn Medicine / CHOP run	\$75-\$130	
Legal document / court filing	\$70-\$120	
Philadelphia to Allentown/Lehigh Valley (60 mi)	\$155-\$210/run + tolls	
Philadelphia to Harrisburg (105 mi)	\$240-\$310/run + tolls	
Philadelphia to Pittsburgh (305 mi)	\$600-\$760/run + tolls (~\$35+ E-ZPass)	
Pittsburgh to Harrisburg (200 mi)	\$415-\$530/run + tolls	
After-hours / weekend surcharge	20-30% above base	
Holiday surcharge	50% above base	
Waiting time (after 15 min)	\$1.25-\$2.00/min	

PAYMENT TERMS

- ☐ Net 15 days for recurring clients
- ☐ Net 30 days for large healthcare and corporate clients (UPMC, Penn Medicine)
- ☐ Due on delivery for new clients (first 3 runs)
- ☐ Toll reimbursement: add actual E-ZPass tolls to invoice OR build into per-run rate