

Worksheet 6: Rate Sheet Fill-In Template

Complete before your first client outreach call. Washington market ranges provided. Tech clients expect digital proof of delivery — photo + timestamp + recipient signature is the baseline.

Business Name: _____

Phone: _____

Email: _____

Service Area: _____

e.g. Seattle Metro + Eastside (Bellevue/Redmond) + Tacoma Corridor

Service Type	Washington 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-\$115/hr	
Medical / specimen transport	\$75-\$130	
Tech equipment / sensitive cargo	\$85-\$150	
Legal document / court filing	\$70-\$120	
Seattle to Bellevue / Redmond	\$65-\$95/run	
Seattle to Tacoma (35 mi)	\$95-\$135/run	
Seattle to Everett / Boeing (30 mi)	\$90-\$130/run	
Seattle to Olympia (60 mi)	\$140-\$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 large tech / corporate clients
- ☐ Due on delivery for new clients (first 3 runs)
- ☐ Credit card surcharge: ____% (if applicable)

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■ Password: WASHINGTON2026