Iris Kowalczyk

TECHNICAL WRITING & DOCUMENTATION DESIGN

hello@iriskowalczyk.example · +48 22 555 0119 · iriskowalczyk.example
Warsaw, Poland · working CET, occasionally US Eastern

RATE CARD

Version 2026.2 · 4 August 2026
Rates held until 31 January 2027
All figures in EUR, excluding VAT

Everything I do falls into one of the three tiers below. Rates are the same whether you are a two-person startup or a listed company — what changes is how much of my week you need and how quickly you need it. If none of this fits, tell me what you are trying to do and I will quote it properly rather than force it into a bracket.

ENGAGEMENT TIERS

Project

A defined piece of work with a clear end: a documentation set, a migration, a style guide.

€85 / hour

Usually quoted as a fixed price once scope is agreed

- ✓ Scoping call and written brief
- ✓ Fixed price after the brief is signed off
- ✓ Two rounds of revisions included
- ✓ Source files and templates handed over
- ✓ 30 days of follow-up questions at no charge

Starts within 2–3 weeks
Typically 2 project slots per month

MOST CLIENTS

Retainer

Ongoing documentation work alongside a product team, with a predictable monthly commitment.

€76 / hour

Billed monthly in advance; see the retainer table below

- ✓ Reserved capacity each month
- ✓ Priority over project and ad-hoc work
- ✓ Attendance at your sprint rituals
- ✓ Rolling backlog rather than fixed scope
- ✓ Up to 20% of unused hours roll forward one month

Same or next working day
Three retainer slots, one currently open

Ad hoc

Short tasks, reviews and rescue jobs where you need someone this week.

€110 / hour

Billed in 30-minute increments, minimum 2 hours

- ✓ No scoping process — start immediately
- ✓ Reviews, audits and second opinions
- ✓ Emergency release documentation
- ✓ Written summary of what I did and why
- ✓ Convertible to a project or retainer at any time

Within 48 hours
Subject to capacity, confirmed on enquiry

SERVICE RATES — hourly and fixed-price equivalents

SERVICE	HOURLY	TYPICAL PROJECT	TURNAROUND	MINIMUM
WRITING				
Product documentation User guides, how-to articles, in-product help	**€85**	€2,400 – €9,600	2–4 weeks	8 h
API and developer reference Reference docs, quickstarts, code samples in two languages	**€95**	€3,800 – €14,000	3–6 weeks	12 h

SERVICE	HOURLY	TYPICAL PROJECT	TURNAROUND	MINIMUM
Release notes and changelogs Written from your tickets and pull requests	**€85**	€480 / release	3 days	4 h
Knowledge base articles Support-facing, written from ticket themes you supply	**€78**	€180 / article	1–2 weeks	5 articles
STRUCTURE & SYSTEMS				
Documentation audit Full inventory, gap analysis and a prioritised plan	**€95**	€2,900 fixed	2 weeks	—
Information architecture Navigation, taxonomy and URL structure for a docs site	**€95**	€3,400 – €7,200	2–4 weeks	16 h
Style guide and templates House style, voice, reusable page templates	**€88**	€3,100 fixed	3 weeks	—
Docs-as-code setup Static site, CI checks, review workflow, contribution guide	**€105**	€4,600 – €8,900	3–5 weeks	20 h
WORKING WITH YOUR TEAM				
Editing and review Line edit of writing produced by your engineers	**€78**	€0.09 / word	3–5 days	3 h
Writing workshops Half-day, up to 12 people, materials included	**€—**	€1,450 / session	Book 3 weeks ahead	—
Consultation call Structured 60 minutes with written follow-up	**€—**	€180 / call	Within 1 week	—

RETAINERS — for ongoing work, billed monthly in advance

RETAINER	HOURS / MONTH	MONTHLY	EFFECTIVE RATE	WHAT IT BUYS YOU
Light	16	**€1,280**	€80 / h	One documentation pass per sprint, release notes, and inbox access for quick questions
Standard	32	**€2,432**	€76 / h	Embedded with one product team: rituals attended, backlog groomed, docs shipped with the feature

RETAINER	HOURS / MONTH	MONTHLY	EFFECTIVE RATE	WHAT IT BUYS YOU
Extended	60	**€4,320**	€72 / h	Two teams or one large programme, plus ownership of the docs site and its contribution workflow

SURCHARGES & ADJUSTMENTS

APPLIES WHEN	ADJUSTMENT	NOTES
Delivery inside 72 hours	**+35%**	Applied only where I have to move existing committed work to fit yours in
Work on weekends or public holidays	**+50%**	Agreed in writing beforehand; never applied retrospectively
Meetings outside 08:00–18:00 CET	**+25%**	Waived for retainer clients up to two occurrences per month
On-site work	**Day rate €780**	Plus travel and accommodation at cost, agreed in advance
Third round of revisions and beyond	**Hourly rate**	Two rounds are included in every project price
Late cancellation of booked capacity	**50% of booked value**	Within 5 working days of the start date; no charge before that

WHAT IS ALWAYS INCLUDED

- → A written brief before work starts, so we both know what "done" means
- → Weekly progress notes for anything running longer than two weeks
- → Plain-language explanations of anything technical I change in your setup
- → Source files, in an editable format, handed over at the end
- → Accessibility review of anything I publish, to WCAG 2.2 AA
- → Confidentiality by default — no client work appears in my portfolio without written permission

WHAT IS NOT INCLUDED

- → Translation and localisation (I can recommend two people)
- → Illustration, video production and screencast recording
- → Hosting, domains and third-party tool subscriptions
- → Ongoing maintenance after a project closes, unless retained
- → Legal, medical or regulatory sign-off of any content
- → Ghost-writing for publication under someone else's byline

TERMS OF BUSINESS

1. Rates are held until 31 January 2027 and are exclusive of VAT, charged where applicable.
2. Projects require a 30% deposit before work begins; the balance is invoiced on delivery and due within 14 days.

3. Retainers are invoiced monthly in advance, and either side may end them with 30 days' notice.
4. Unused retainer hours roll forward one month up to 20% of the monthly allocation, and are not refundable.
5. Time is tracked in 30-minute increments and a breakdown accompanies every invoice.
6. Copyright in delivered work transfers to you on final payment. Until then I retain it.
7. Reusable assets I bring with me — templates, tooling, checklists — remain mine, and you get a perpetual licence to use them.
8. Interest on overdue invoices accrues at the statutory rate; work pauses on any invoice more than 21 days overdue.
9. I do not sign non-competes, and I work with more than one client in a sector at a time.

Ready to talk about a project?

Send me a paragraph on what you are building and where the documentation hurts. You will get a written response within two working days, and a quote within five.

hello@iriskowalczyk.example
+48 22 555 0119
iriskowalczyk.example

This rate card supersedes all previous versions. Quotations issued before 4 August 2026 remain valid on their original terms until they expire.