SAMPLE LETTER – Line Count Calculation

We charge on the industry standard system of cost/line

A line is 65 keystrokes – 65 characters (including spaces).

The sample letter below illustrates how we calculate lines.

The highlighted section represents the keystrokes in the letter.

15th July 2016	← 14 keystrokes
Dr xxxxxxxxxxx	← 22 keystrokes
PO Box xxxxx	← 20 keystrokes
SOMEWHERE NSW XXXX	← 27 keystrokes
FAX: XXXX XXXX	← 22 keystrokes
Dear Dr Xxxxxxx,	← 16 keystrokes
RE: XXXXX XXXXXX DOB: xx/xx/xxxx	← 64 keystrokes
REFERRAL PROBLEMS:	← 18 keystrokes
1. Type 2 diabetes mellitus (diagnosed in 2009) complicated by microalbuminuria.	← 79 keystrokes
2. Vitamin D insufficiency.	← 27 keystrokes
Xxxxx has had some recent problems with nausea and vomiting requiring parenteral Maxolon.	← 89 keystrokes
She is also suffering from gastro-oesophageal reflux disease and currently awaiting a	← 85 keystrokes
gastroscopy. As a result of her above symptoms, she has ceased the majority of her	← 83 keystrokes
medications including the metformin, the statin and the fibrate over the last month. Her	← 95 keystrokes
self-monitored blood glucose levels, however, remain reasonable ranging from 4 to 8 mmol/L.	← 91 keystrokes
She has lost 2 kg in weight with the weight of 90 kg today. Her blood pressure was normal at	← 95 keystrokes
117/77 mmHg.	← 13 keystrokes
Her blood tests revealed a reasonable HbA1c of 6.4%. However, this must be interpreted with	← 92 keystrokes
caution, as she has a low MCV and has increased RDW with the haemoglobin of 119 g/L in	← 86 keystrokes
keeping with her thalassaemia. Her cholesterol not surprisingly has deteriorated to	← 85 keystrokes
5.7 mmol/L (LDL 3.6, HDL 1.2) with a triglyceride level of 1.9 mmol/L. Her renal function is	← 92 keystrokes
normal, but her liver function tests are abnormal with AST and ALT levels of 44 and 56 U/L	← 90 keystrokes
respectively and her GTT level of 49 U/L.	← 41 keystrokes
Thank you once again for referring Xxxxx.	← 41 keystrokes
	TOTAL: 1,207 keystrokes

In total there are 1, 207 keystrokes.

By dividing this by 65 – the number of keystrokes in a line – we are able to generate a line count.

1,207 ÷ 65 = 18.57 or 19 lines

Therefore, this letter has 19 lines.