

# ADMINISTRATIVE SERVICES PRICE LIST

Service	Description	Charges			
		Voluntary / Community Grps		Commercial / Other	
Meeting Room	Week day (1hour meeting)	£5.00		£10.00	
	Week day (half day)	£12.50		£25.00	
	Week day (full day)	£20.00		£40.00	
	Evening	£15.00		£25.00	
	Weekend meetings can also be arranged, rate is twice the standard weekday charge shown above.				
Photocopying & Printing		<b>Black</b>	<b>Colour</b>	<b>Black</b>	<b>Colour</b>
	A4 Single sided	£0.05	£0.30	£0.10	£0.60
	A4 Double sided	£0.10	£0.60	£0.20	£1.20
	A3 Single sided	£0.10	£0.50	£0.20	£1.00
	A3 Double sided	£0.20	£1.00	£0.40	£2.00
	A4 Card/col. paper Single sided	£0.08	£0.33	£0.15	£0.65
	A4 Card/col. paper Double sided <sup>(upto160gsm)</sup> (for A4 photographic paper)	£0.13	£0.63	£0.25	£1.25
	+20p per sheet	+20p per sheet	+25p per sheet	+25p per sheet	
	(for A4 transparency film)	+60p per sheet	+60p per sheet	+75p per sheet	+75p per sheet
Scanning	Documents or photographs (per scan - upto A3 in full colour)	£0.05		£0.10	
Letterheads	To make-up plus printing cost as follows:	£4.25		£6.50	
	A4 white paper, black ink	£0.05		£0.10	
	A4 white paper, colour print	£0.25		£0.45	
	A4 Coloured Paper, blk ink	£0.08		£0.15	
	A4 Coloured Paper, col. print	£0.28		£0.45	
Labels	Per sheet			£0.50	
Business Cards	250 gsm satin finish, 10 single sided cards per sheet.				
	To setup: Print & Cut: Black ink only <b>COLOUR</b> (Quotes available for +250)			£10.00 £0.85 per sheet £1.35 per sheet	
Laminating	Per sheet				
	A4 size pouch - 5 or more	£0.50		£1.00 £0.80	
	A3 size pouch - 5 or more	£0.75		£1.50 £1.20	
Document Binding	Report with covers	£1.00		£1.00	
Fax	Transmission: single page	£0.50		£1.00	
	extra page(s)	£0.25		£0.50	
	Receiving Fax, per page	£0.25		£0.50	
	Sending International	+£1.00		+£1.00	
Hire of Equipment (per day)	Flipchart & Pens	£3.00		£6.00	
	Whiteboard Sheet & Pens	£3.00		£4.00	
	Display Screen	£2.50		£5.00	
	TV/Video	£5.00		£10.00	
	Digital Projector	£10.00		£20.00	
	Speakers	£2.00		£4.00	
	Display Boards	£2.50		£5.00	
	Overhead Projector & Stand	£5.00		£8.00	
Stationery: Paper	1 ream A4 (plain white laser paper)	£4.50		£4.50	
	A4 per sheet	£0.03		£0.05	
	A4 Card or Coloured paper <sup>(upto160gsm)</sup>	£0.05		£0.10	
	Envelopes 1/3 A4 (white)	£0.05		£0.10	
	A5 (white)	£0.10		£0.20	
Computer Discs	A4 (white)	£0.15		£0.25	
	Re-writeable disc in case	£1.00		£1.50	
Administration Service	We can provide service charges by the hour for large projects i.e. large typing projects	£10.00p/h		£10.00p/h	