

ADMINISTRATIVE SERVICES PRICE LIST

Service	Description	Charges			
		Voluntary / Community Grps		Commercial / Other	
		Black	Colour	Black	Colour
Photocopying & Printing	A4 Single sided	£0.15	£0.35	£0.20	£0.65
	A4 Double sided	£0.20	£0.65	£0.35	£1.25
	A3 Single sided	£0.20	£0.55	£0.35	£1.05
	A3 Double sided	£0.35	£1.05	£0.65	£2.05
	A4 Card/col. paper Single sided	£0.15	£0.35	£0.25	£0.70
	A4 Card/col. paper Double sided ^(upto160gsm) (for A4 photographic paper)	£0.25	£0.65	£0.40	£1.30
	(for A4 transparency film)	+25p per sheet +65p per sheet	+25p per sheet +65p per sheet	+30p per sheet +80p per sheet	+30p per sheet +80p per sheet
Scanning	Documents or photographs (per scan - upto A3 in full colour)	£0.20		£0.25	
Letterheads	To make-up plus printing cost as follows:	£4.30		£6.50	
	A4 white paper, black ink	£0.10		£0.20	
	A4 white paper, colour print	£0.30		£0.50	
	A4 Coloured Paper, blk ink	£0.15		£0.25	
	A4 Coloured Paper, col. print	£0.35		£0.50	
Labels	Per sheet			£0.60	
Business Cards	250 gsm satin finish, 10 single sided cards per sheet. To setup: Print & Cut: Black ink only Colour ^(Quotes available for +250)			£10.00 £1.10 per sheet £1.50 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	£1.30		£1.30	
Fax	Transmission: single page	£0.60		£1.10	
	extra page(s)	£0.30		£0.55	
	Receiving Fax, per page	£0.30		£0.55	
	Sending International	+£1.25		+£1.25	
Hire of Equipment (per day)	Flipchart & Pens	£3.00		£6.00	
	Whiteboard Sheet & Pens	£3.00		£4.00	
	Display Screen	£2.50		£5.00	
	Digital Projector	£15.00		£25.00	
	Display Boards	£2.50		£5.00	
	Overhead Projector & Stand	£5.00		£8.00	
Stationery: Paper	1 ream A4 (plain white laser paper)	£5.20		£5.20	
	A4 per sheet	£0.05		£0.10	
Envelopes	A4 Card or Coloured paper ^(upto160gsm)	£0.10		£0.15	
	1/3 A4 (white)	£0.10		£0.15	
	A5 (white)	£0.15		£0.25	
	A4 (white)	£0.25		£0.35	
Computer Discs	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.	£15.00p/h		£15.00p/h	
Graphic Design	Graphic design for Logos, Leaflets, Posters, Wedding invitations, ect.	£15.00p/h		£15.00p/h	