

ADMINISTRATIVE SERVICES PRICE LIST

Service	Description	Charges			
		Voluntary / Community Grps		Commercial / Other	
Photocopying & Printing	A4 Single sided	Black £0.20	Colour £0.40	Black £0.25	Colour £0.75
	A4 Double sided	£0.25	£0.75	£0.40	£1.40
	A3 Single sided	£0.25	£0.65	£0.40	£1.20
	A3 Double sided	£0.40	£1.20	£0.75	£2.30
	A4 Card/col. paper Single sided	£0.20	£0.40	£0.30	£0.80
	A4 Card/col. paper Double sided _(upto160gsm) (for A4 photographic paper)	£0.30	£0.75	£0.45	£1.45
	(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)	£0.25		£0.30	
Letterheads	To make-up plus printing cost as follows:	£4.75		£7.15	
	A4 white paper, black ink	£0.15		£0.25	
	A4 white paper, colour print	£0.35		£0.55	
	A4 Coloured Paper, blk ink	£0.20		£0.30	
	A4 Coloured Paper, col. print	£0.40		£0.55	
Labels	Per sheet	£0.70		£0.70	
Business Cards	250 gsm satin finish, 10 single sided cards per sheet. To setup: Print & Cut: Black ink only	£11.00 £1.25 per sheet £1.65 per sheet		£11.00 £1.25 per sheet £1.65 per sheet	
	COLOUR (Quotes available for +250)				
Laminating	Per sheet				
	A4 size pouch - 5 or more	£0.55		£1.10 £1.00	
	A3 size pouch - 5 or more	£0.85		£1.65 £1.50	
Document Binding	Report with covers	£1.45		£1.45	
Fax	Single page	£0.70		£1.10	
Hire of Equipment (per day)	Flipchart & Pens	£3.30		£6.60	
	Whiteboard Sheet & Pens	£3.30		£4.40	
	Display Screen	£2.75		£5.50	
	Digital Projector	£16.50		£27.50	
	Display Boards	£2.75		£5.00	
	Overhead Projector & Stand	£5.50		£8.00	
Administration Service	We can provide service charges by the hour for large projects i.e. large typing projects.	£16.50p/h		£16.50p/h	
Graphic Design	Graphic design for Logos, Leaflets, Posters, Wedding invitations, ect.	£16.50p/h		£16.50p/h	
Stationary	A4 Paper (500 sheets)	£5.50		£5.50	
	Envelopes (any size)	£0.10		£0.15	