

## Chargeable Services



### Secretarial

Photocopying (self-service)	£0.07 per page
Photocopying (Admin team)	£3.75 +copy count
Acetates	£0.50 per page
Laminating	£1.75 per page
Binding	£2.75 per item
Colour printing	£0.50 per page
Incoming faxes	No Charge
Outgoing faxes	- UK £0.50 per page
	- Europe £1.00 per page
	- North America £1.50 per page
	- Australia £2.00 per page
	- All others £2.50 per page
Typing services (audio/copy)	£13.50 per hour



## For all your office needs

Our Admin team are on hand to serve you

Monday to Thursday 8.30am to 5.30pm  
Friday 8.30am to 5pm

### Additional

#### Couriers

National Next Day	Up to 25 Kilos	-£9.95 per item
	Over 25 Kilos	-Price on request
National Same Day		-Price on request
International couriers		-Price on request

#### Mail

Mail processing - Royal Mail charges +10% handling

#### Stationery

Reduced price stationery -Price on request  
(Most items delivered next day)

#### Taxis

Taxi arrangements- Organised by Reception, charged to you at the end of each month  
(Small handling charge applies)

All prices are subject to VAT

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