

Support Services - Price List

Outgoing Post	Cost of postage £1.00 per 20 items
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Reprographics

Photocopying	8p per A4 copy / 12p per A3 copy
Document Binding	55p per bind
Laminating - A4	55p per A4

Business Support

Standard Typing/Word Processing	£6.50 per hour
Typing of Accounts/Technical Data	£8.00 per hour
Invoices/Orders (i.e. one off items)	£1.10 per item
Secretarial Service (i.e. record of minutes etc)	£8.00 per hour

Facsimile Service

Incoming Fax	No Charge
Outgoing Fax - UK (1st Page only)	£1.00
Outgoing Fax - UK (subsequent pages)	50p per A4
Outgoing Fax - Europe (1st page only)	£1.50
Outgoing Fax - Europe (subsequent pages)	50p per A4
Outgoing Fax - Rest of World (1st page only)	£2.00
Outgoing Fax - Rest of World (subsequent pages)	50p per A4