

## Business Centre Price List

<b>FAXING</b>		
<b>Sending</b>	UK	£2.00 1st + £0.50 per extra
	Europe	£2.50 1st + £0.50 per extra
	Asia/South Pacific	£3.00 1st + £0.75 per extra
	USA/Canada/Caribbean	£3.25 1st + £0.75 per extra
	Australia/NZ	£3.50 1st + £1.00 per extra
<b>Receiving</b>	ALL	£0.50 per sheet
<b>PHOTOCOPYING</b> (20% discount on 100+)		
<b>A4</b>	single sided	£0.10 per sheet
	double sided	£0.15 per sheet
	colour paper, single sided	£0.13 per sheet
	colour paper, double sided	£0.18 per sheet
<b>A3</b>	single sided	£0.20 per sheet
	double sided	£0.30 per sheet
	colour paper, single sided	£0.23 per sheet
	colour paper, double sided	£0.33 per sheet
<b>Increase size</b>	A5 - A4 single sided	£0.10 per sheet
	A5 - A4 double sided	£0.15 per sheet
	A4 - A3 single sided	£0.20 per sheet
	A4 - A3 double sided	£0.30 per sheet
<b>Reduce size</b>	A3 - A4 single sided	£0.10 per sheet
	A3 - A4 double sided	£0.15 per sheet
	A4 - A5 single sided	£0.10 per sheet
	A4 - A5 double sided	£0.15 per sheet
<b>COMPUTERS</b>		
<b>P.C use</b> (not internet)	30 mins + 10 pg b/w printing	£2.50
	30 mins + 10 pg clr printing	£2.80
<b>Internet access &amp; Laptop connection</b>	10 mins + 5 pg b/w printing	£1.00
	10 mins + 5 pg clr printing	£1.15
<b>E-mail</b>	sending	£1.00 each
	receiving	£0.50 each
<b>Printing</b> (20% disc on 100+)	A4 b/w	£0.15 each
	A4 colour	£0.30 each
<b>LAMINATING</b>		
	A4	£1.50 per sheet
	A3	£2.00 per sheet
<b>SCANNING</b>		
	Available on request	£2.00 1st + £1.00 per extra

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continued

<b>ELECTRICAL</b>		
	4-way electrical extension	£11.75
	International travel adaptor	£8.00
<b>TABLECLOTH</b>		
	Blue Abbey cloths	£25.00
<b>TELECOM</b>		
	10m BT telephone extension lead	£5.88
	ISDN RJ45 - RJ45 straight coupler	£3.53
	BT double telephone adaptors	£4.12
	US - BT telephone adaptors	£3.53
	US - BT 1m telephone extension cord	£4.70
	French - RJ11 telephone adaptor	£3.53
	German - RJ11 telephone adaptor	£3.53
<b>VELCRO</b>		
	10m strip	4.00 per 1m strip
<b>STATIONERY</b>		
	pens, pencils, envelopes, paper, jiffy bags, computer disk etc - please ask for details	
<b>SECRETARIAL SERVICE</b>		
	Available on request	