

**ABBNEY MANOR BUSINESS CENTRE SERVICES  
PRICE LIST**

**Catering**

Catering Service Café @ - Serving Snacks, Refreshments, Menu Choices, Buffet menus for meetings and functions

**Fax**

Fax Charges (when using Business Centre fax (by Centre Staff)  
 Outgoing UK £1.00 first sheet, 50p subsequent pages  
 Outgoing Europe £1.50 per sheet, 75p subsequent pages  
 Outgoing N America £2.50 per sheet, £1.50 subsequent pages  
 Outgoing Other Countries £2.75 per sheet, £1.75 subsequent pages  
 Fax Incoming 50p first page, 30p subsequent pages

**Lamination and Binding**

A4 Laminating £1.00 first page, 75p subsequent pages  
 A3 Laminating £2.00 first page, £1.50 subsequent pages

Comb Binding  
 6 mm - 22 mm £1.50 per document  
 25 mm - 50 mm £2.00 per document

Velo Binding £1.50 per document

Comb Binding depending on Comb Size (by Centre Staff)  
 6mm - 22mm £3.25 per document  
 25mm - 50 mm £3.75 per document

Velo Binding (by Centre Staff) 3.00 per document

Acetate Covers 30p each  
 Backing Board 30p each

**Mail**

Out-going email Charged at Secretarial rates e.g. Pro-rata minimum 15 mins at £3.25

Outgoing Post - Franked Postage plus 20% handling fee

**Meeting and Conference Rooms**

Conference/Meeting/Interview Rooms See detailed price list of Daily Delegate Rates/Menus  
 Audio Visual Equipment, DVD, Video

### Photocopying:

A4 Black & White Photocopying	10p per sheet 50 copies or more 8p per sheet 100 copies or more 6p per sheet
A3 Black & White Photocopying	20p per sheet 50 copies or more 16p per sheet 100 copies or more 12p per sheet
A4 Colour Copying	75p per sheet 50 copies or more 60p per sheet 100 copies or more 40p per sheet
A3 Colour Copying	£1.50 per sheet 50 copies or more £1.20 per sheet 100 copies or more 80p per sheet

### Scanning

Per Scan	7p per page
Per Scan	5p per page for over 50 pages
Black & White Copying by Centre Staff	Above rates plus 5p extra per copy
Colour Copying by Centre Staff	Above rates plus 5p extra per copy
Scanning Service	Above rates plus 10p extra per copy

### Secretarial Services

Secretarial and Admin Services	£13.00 per hour (min 15 mins £3.25)
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### Stationery

Office Stationery Supplies	Discount off Catalogue Prices (see price lists)
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### Other Support Services:

Virtual Office Facility	Price on Application
Accounting and Payroll	Price on Application
IT Support Services	£50.00 per hour
Couriers	Cost plus 25% admin fee
Newspapers	Cost plus 25% admin fee
Key cutting	Cost plus 25% admin fee
Flowers	Cost plus 25% admin fee

## Reception, Telecommunications and Internet Services

Telephone Calls Based on Standard BT Rates

One Telephone Number answered by Reception in your company name  
(or one extension with handset and direct-dial telephone number to your office)

Call Transfer, Message Taking Included

Reception Support Service Included  
(Every effort is given to support your business)

Extension with Handset and Direct Dial Telephone Number (DDI)  
including Maintenance and Support Service £10.00 per month

3+ Extensions as above £8.00 per month

Extension with handset and no DDI £8.00 per month

Personal Voicemail Facility £6.00 per month

3 + Personal Voicemail Facility £5.00 per month

Fax/Modem extension £8.00 per month

Additional DDI £3.00 per month

Additional DDI answered by Reception £10.00 per month

DDI forwarded to Reception  
on an ad-hoc basis at client's request only 50p per message plus £1.00 to forward calls to  
mobile or number within UK.

Messages taken and forwarded externally £1.00 per message to forward calls to mobile  
By Reception, e.g. by email or telephone or number within UK at client's request only

Analogue Line Rental and installation Price on Application

Broadband Internet Access (including cables, set-up and support)  
1 - 3 users £22.00 per month per PC/user  
4+ users £85.00 per month

Network patch cables (where not included) Price on application

Prices are quoted excluding VAT and are invoiced on a monthly basis.

Please note where stated 'By Centre Staff' this will need to be administered by Business Centre staff.

Please give as much prior notice as possible for Secretarial Services quoting when the completed work is required. If you have any other requests we will do our best to accommodate you.



**ABBEY MANOR BUSINESS CENTRE OFFICE EQUIPMENT FOR YOUR USE IS LOCATED ON THE FIRST FLOOR.**

**YOUR ABBEY MANOR BUSINESS CENTRE BUSINESS SERVICES CONTACTS ARE:**

**PAULINE MARSHALL                      EX 255                      FIRST FLOOR**

**JACINTHA COOKE                      EX 250                      MAIN RECEPTION**

**PLEASE CONTACT PAULINE MARSHALL ON EX 255 OR 01935 848511 WHO WILL CO-ORDINATE BUSINESS CENTRE SERVICES REQUIRED AS NECESSARY.**

**THANK YOU**