



ABBNEY MANOR BUSINESS CENTRE

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

Plan Copying by (By Centre Staff to include folding)

A0 1-9	£3.25 per sheet
A0 10 Plus	£2.75 per sheet
A1	£2.10 per sheet
A1 10 Plus	£1.60 per sheet
A2	£1.60 per sheet
A2 10 Plus	£1.10 per sheet

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
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 (Every effort is given to support your business)	Included
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 By Reception, e.g. by email or telephone	£1.00 per message to forward calls to mobile or number within UK at clients request only
Analogue/ISDN Line Rental and installation	Price on Application
Broadband Internet Access (including cables, set-up and support)	
1 - 4 users	£22.00 per month per PC/user
5+ users	£17.00 per month per PC/user
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

KATIE GIBBS EX 250 MAIN RECEPTION AREA

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

THANK YOU