

ACVS Office Services Price List 2014-15

Photocopying					
All prices are per page					
Detail	Copy Type	ACVS members		Non-members	
		Under 100 copies	Over 100 copies	Under 100 copies	Over 100 copies
A4 White paper 1 side	Black	7p	5p	10p	8p
A4 White paper 2 sides	Black	10p	7p	15p	10p
A4 White paper 1 side	Colour	15p	12p	25p	20p
A4 White paper 2 sides	Colour	30p	25p	40p	30p
Add 1p to above prices for coloured paper and add 5p for card					
A3 White paper 1 side	Black	10p	8p	15p	12p
A3 White paper 2 sides	Black	15p	12p	20p	15p
A3 White paper 1 side	Colour	25p	20p	30p	25p
A3 White paper 2 sides	Colour	40p	30p	60p	40p
Folding & stapling booklets - £5 per 50					
Stapling only - £5 per 100					
Laminating cost of copy not included	Size A5	20p	16p	30p	20p
	A4	30p	27p	40p	35p
	A3	40p	32p	50p	40p

Other Services		
Detail	ACVS Members	Non-members
Scanning	20p for 1 st page then 10p per page	30p for 1 st page then 20p per page
Printing from computer, flash drive etc.	Prices same as photocopying	
Word processing/typing	£9 per Hour	£9.60 per Hour
Microsoft Office tasks, including Word, Access, Database, Excel, Spreadsheet or publisher work	£9 per hour	£9.60 per hour
Comb-Binding	Price on Application	
Mail shots: Postage & stationery at cost plus labour.	£9 per hour	£9.60 per hour
Hire of Office	£5 for 1 st hour then £1 per additional half hour	£8 for 1 st hour then £2 per additional half hour