



Photocopying & Printing:

A4 paper	single-sided	10p per side
A3 paper	single-sided	20p per side
<u>Colour photocopies:</u>		
	A4	25p per side
	A3	50p per side

There is a minimum file handling charge of £1 for printing out from Email, Disc or USB stick

Document Scanning to PDF:

Copying prices plus a minimum charge of £1 to USB stick or Email

Laminating: 20p per A4 sheet

Envelopes:

Small (Wallet Envelope)	5p
Medium (A5 size)	8p
Large (A4 size)	10p

Fax Service:

Receiving a fax	55p per sheet received
Sending a fax	UK only £1.05 for first sheet, 65p for subsequent sheets

Charges from October 2015

Please note that all charges are subject to change annually in October