



# PHOTOCOPYING, SCANNING & BINDING PRICES

£10 & £20 CARDS AVAILABLE AT RECEPTION (£1 DEPOSIT REQUIRED FOR THESE CARDS)						
Print Costs	A4 Black Units	A4 Black Price	A3 Black Price Unit	A4 COLOUR	A3 COLOUR	Scanning Price
£2.00	40	0.05	0.10	0.50	1.00	0.05
£10.00	250	0.04	0.08	0.40	0.80	0.04
£20.00	666	0.03	0.06	0.30	0.60	0.03

PHOTOCOPYCARD CHARGE RATES					
A4 Black =	1 Copy =	1 Unit	A4 Colour =	1 Copy =	10 Units
A3 Black =	1 Copy =	2 Unit	A3 Colour =	1 Copy =	20 Units
<b>Top Up Machine</b>			<b>SOFT COMB BINDNG</b>		
BUY NEW CARDS OR TOP UP CARD			Up to 200 pages = £2.00		
NEW CARDS FROM £2 AT MACHINE			200 - 400 pages = £2.50		
<b>TOP UP YOUR CARD AT MACHINE</b>			<b>FAX SERVICE</b>		
0.05 - £9.99	1 unit = 5p		UK	50p up tp 5 pages	
£10 - £19.99	1 unit = 4p			£1 6 pages or more	
£20 or more	1 unit = 3p		International	£1 up to 5 pages	
				£1.50 6 pages or more	

BANK / CREDIT CARD PAYMENTS  
CAN BE MADE FOR SALES  
OF £5 OR OVER