

Small Business Solutions

the one stop business shop

Tariff for Services

These are our standard services. We are able to quote for and produce whatever you require, including items of 3D Bespoke Creative Design, such as prototypes and display housing. Please call us to discuss your needs.

Virtual Services

Call Minding

Budget Plan (75 calls pm)	£100pm*	Flexi Plan (10 days pm / 10 calls pd)	£125pm*
75 calls pm - basic licence - single reporting - payable quarterly		100 calls pm - basic licence - single reporting - payable quarterly	
Plan A (150 calls pm)	£150pm*	Daily Plan (10 calls pd)	£25pm*+£12.50pd
150 calls pm - basic licence - single reporting - payable quarterly		10 calls pd - basic licence - single reporting - payable in advance	
Plan B (225 calls pm)	£200pm*	Daily Rate (10 calls pd)	£15+£15pd
225 calls pm - basic licence - single reporting - payable quarterly		10 calls pd - temp licence - single reporting - payable in advance	
Plan C (300 calls pm)	£250pm*	Weekly Rate (10 calls pd)	£15+£75pw
300 calls pm - basic licence - single reporting - payable quarterly		10 calls pd - temp licence - single reporting - payable in advance	

Please note: Additional charges apply for calls exceeding the package quota, or for upgrades to licence or reporting services.

*All plans which require a basic licence must be paid in advance quarterly, for a minimum contract period of 12 months.

Mail Address

Budget Plan	£120pa	Budget+ Plan	£240pa
20 letters and 4 packages pm - single daily reporting		20 letters and 4 packages pm - stamp & log - single daily reporting	

Please note: Additional charges apply per additional 0-10 items per month (Budget Plan +£5 / Budget+ Plan +£10)

Document Services

(Minimum Total Charge £3.00)

Photocopying

	Black		Colour	
No. of identical copies	A4	A3	A4	A3
0-99	10p	20p	50p	£1.00
100-249	8p	16p	40p	80p
250+	5p	10p	25p	50p
'Card' Surcharge	+50p	+£1.00	+50p	+£1.00 (s/t availability)
'Coloured Paper' Surcharge	+5p	+10p	+5p	+10p (s/t availability)
'White Labels' Surcharge	+50p	+£1.00	+50p	+£1.00 (s/t availability)

Typing

Per typed A4 page	First Page	Subsequent Pages	Updates
Bespoke typing from copy (11/13 point)	£7.50	£6.00	£3.00
Estimates / Quotes / Invoices from bookkeeping system	£5.00	£5.00	
Address Labels from spreadsheet to agreed format	£10.00	£1.00	
Data Entry to spreadsheet / database etc	25p+ per entry		

Binding

Per A4 Book	Comb	Slide
First 50 pages	£3.00	£1.50
Per 50 pages (max 200)	£1.50	n/a
Card Back/Acetate cover	+25p each	+25p each

Scanning / Laminating

Per item	Card (A7)	A5	A4	A3
Scanning	£1.50	£1.50	£1.50	£3.00
Laminating	75p	£1.00	£1.50	£3.00* *includes transfer to card

Emailing / Faxing

	Receive		Send		
Per item	Base Fee	+ Print	Base Fee	+ Print	+ Extras
Email, Print (pp) & Extras (Message / Attachment)	£1.50	50p	£1.50	50p	£1.50
Per item	1st Page	+ Pages	1st Page	+ Pages	
Fax National	£1.50	50p	£1.50	50p	
Fax International	£1.50	50p	£3.00	£1.00	

Accountancy Services

Tax Returns

	t/o <£30,000	t/o >£30,000
ALL Records received by 31st July (Early Bird Discount)	£375.00	£500.00
ALL Records received by 31st October (Standard Rate)	£425.00	£550.00
Any Records received after 31st October (Late Penalty)	£475.00	£600.00

Please note: Fees quoted are on the basis of 'written up' accounts. There will be additional fees for Bookkeeping at standard hourly rates if your records are presented as a grouping of source documents ie. invoices, receipts etc. Fees quoted are for Sole Traders NOT Limited Companies (quotation available on request). If this is your first trading year and you have not yet registered with HMRC we can do this for you for a £50 fee.

Bookkeeping

	Hourly	Packages	Systems
Data input from source documents / receipts etc.	£25.00	£100.00 - £250.00pa	£50.00 - £2,000.00

Please note: We are happy to post entries to a bespoke spreadsheet or suitable software, or create or recommend a system for you.

Payroll

	Weekly		Monthly	
Per item	Base Fee	Per Employee	Base Fee	Per Employee
0-9 Employees	£5.00	£5.00	£10.00	£10.00
10-19 Employees	£4.50	£4.50	£9.00	£9.00
20+ Employees	£4.00	£4.00	£8.00	£8.00

Please note: Base Fee covers all statutory requirements, annual and periodic submissions and registrations with HMRC. Where both monthly and weekly schemes are operated, the weekly Administration Fee only is charged.

Internet Services

Websites

	Hourly	Static (Non-Editable)		CMS (Editable)		Renewal	
Per Item		Base Fee	Per Screen	Base Fee	Per Screen	.co.uk	.com
Basic Design & Build of Main Structure		£150.00	£50.00	£250.00	£100.00		
Subscreens (sub section pages with minimal variation)			£25.00		£50.00		
Online Data Collection Forms / Database Display Screens			£50.00		£100.00		
PHP Programming	£50.00ph						
HTML Coding / Photo Manipulation / Copywriting	£35.00ph						
Text Edits	£20.00ph						
Domain name, hosting and email management (2 yrs)						£25.00	£35.00

Please note: Base Fee includes hosting space and uk domain name purchase and management for 2 years, initial consultation, design concept and template creation. There is a £10 surcharge for international domain names.

Professional Email

	.co.uk	.com
Domain name, hosting with holding page and email management (2 yrs)	£25.00	£35.00

Please note: It is essential to have your own email address generated from a domain name which you own. Third party email addresses such as Hotmail, Gmail etc can be taken away from you, and then all the money spent on your promotion to date will be wasted. Don't wait until you are ready to build your website to buy your domain name, let us buy it for you now, protect your name and use it to your advantage in the mean time.

Online Office

	Hourly	Trades Package
Bespoke admin system - accessible online	£50.00	£250pa

Please note: We can build a system that does whatever you need. Recording and maintaining Client Records from initial enquiry through quotation, work-in-progress tracking, invoicing, delivery and payments. Why use software that was designed for someone else? As long as you have a smart phone or tablet and an internet connection, you can pop in to your office wherever you are.

Online Databases

	Hourly
Bespoke databases - accessible online	£50.00

Please note: We can build a system of related databases that will store and retrieve your data for you effortlessly. Accessible anytime, anywhere, providing you have a smart phone or tablet and an internet connection.

Media Services

Graphic Design

Graphic Design / Artwork	£35ph	Logo design	£35ph / £150 best of 2 designs
Minimum charge 30mins.		Minimum charge 30mins.	

Please note: It is not possible to price this work in advance since it is of a creative nature. It is also chargeable whether adopted or not. However typically we can give a guide, and will not work beyond an agreed ceiling without renegotiation.

Full Colour Print

	Single Side	Double Side	4pp	6pp	8pp
Business Cards x 500	£67.50	£75.00			
A5 Fliers x 5000	£125.00	£137.50			
A6 Post Cards x 1000	£75.00	£90.00			
A4 Posters x 500	£90.00	£120.00			
A3 Posters x 100	£75.00				
DL Fliers folded 4pp / 6pp x 5000			£250.00	£275.00	
A4 8pp Booklets x 100					£175.00

Please note: These are just our most popular items. We offer a full range of print and are happy to provide a quotation to your specifications. Fees exclude artwork production (see Graphic Design Fees above) but include delivery. Other quantities and products available. These prices are based on traditional lithographic production. In some cases digital production may be available at a reduced cost.

Please ask to book a FREE Consultation

tel: 01737 245105 email: enquiries@sbs.eu.com web: www.sbs.eu.com

All prices quoted are intended as a guide and should be confirmed by a specific quotation. 1st July 2013.