

All services incur a minimum £3.00 charge per service. Please ask for quotation. Invoices will be issued at month end. Proforma Invoices may be issued for cash transactions, or where an instant receipt is required.

Next Day Services (minimum spend £3.00)

Photocopying

No. of Copies (per original/per side)	Black		Colour		
	A4	A3	A4	A3	
0-49	10p	20p	60p	£1.20	
50-99	9p	18p	50p	£1.00	
100-249	8p	16p	40p	80p	
250-499	7p	14p	30p	60p	
500+	6p	12p	25p	50p	
'Card' Surcharge	+50p	£1.00	+50p	£1.00	
'Coloured Paper' Surcharge	+5p	+10p	+5p	+10p	(s/t availability / min order)
'White Labels' Surcharge	+50p	n/a	+50p	n/a	(s/t availability / min order)

Typing

A4 Page Fee (per document)	First Page	Subsequent Pages	Updates
	£7.50	£6.00	£3.00

Comb/Slide Binding

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

Scanning/Laminating

(per item)	B/Card	A5	A4	A3	
Scanning	n/a	n/a	£1.50	£3.00	
Laminating	75p	£1.00	£1.50	£3.00*	*includes transfer to card

Same Day Services (minimum spend £3.00)

Faxing

A4 Page Fee	First Page Sending	Subsequent Pages	
		Receiving	Sending Receiving
National	£1.50	£1.50	50p 50p
International	£3.00	£1.50	£1.00 50p

Emailing

(Sending/Receiving)	Base Fee	Message per 50 words/attachment/download/print*
	£1.50	£1.50

*print covers up to 5 black or 1 colour A4 after which standard copy charges apply

Discounts apply to RH123 Gold Members (20%), Silver Members and Senior Citizens and Students (10%)